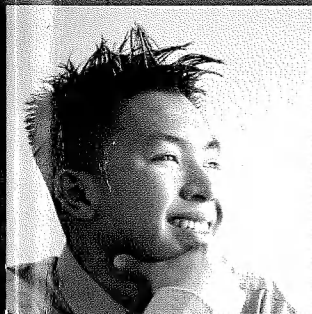
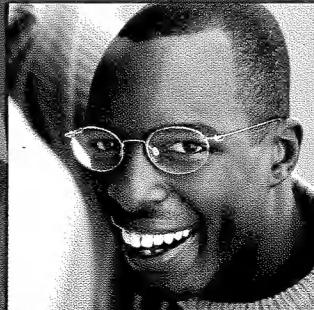


Palm Beach Community College

2003-2004 catalog



1933-2003

70 years of shaping the future.

pbcc
Palm Beach Community College



REGISTRATION CALENDAR

2003-2004

| | FALL TERM Session 1 | FALL EXPRESS A (1st 8 Weeks) Session 2 | FALL 12 WEEKS Session 3 | FALL EXPRESS B (2nd 8 Weeks) Session 4 | SPRING TERM Session 1 | SPRING EXPRESS A (1st 8 Weeks) Session 2 | SPRING 12 WEEKS Session 3 | SPRING EXPRESS B (2nd 8 Weeks) Session 4 | SUMMER C (12 Weeks) Session 1 | SUMMER A Session 2 | SUMMER B |
|---|---|--|---|--|---------------------------------------|--|------------------------------|--|-------------------------------------|-----------------------|--------------------|
| SESSION DATES | Aug 20 - Dec 16 | Aug 20 - Oct 16 | Sept 15 - Dec 16 | Oct 20 - Dec 16 | Jan 6 - May 6 | Jan 6 - Mar 3 | Feb 2 - May 6 | Mar 15 - May 6 | May 10 - Aug 3 | May 10 - June 21 | June 23 - Aug 3 |
| EARLY REGISTRATION FOR DEGREE AND CERTIFICATE SEEKING STUDENTS | July 9 - Aug 5 | July 9 - Aug 5 | July 9 - Sept 1 | July 9 - Oct 5 | Nov 12 - Dec 14 | Nov 12 - Dec 14 | Nov 12 - Jan 19 | Nov 12 - Feb 22 | Apr 7 - Apr 25 | Apr 7 - Apr 25 | Apr 7 - June 8 |
| EARLY REGISTRATION FOR TRANSIENT AND NON-DEGREE SEEKING STUDENTS | July 23 - Aug 5 | July 23 - Aug 5 | July 23 - Sept 1 | July 23 - Oct 5 | Nov 26 - Dec 14 | Nov 26 - Dec 14 | Nov 26 - Jan 19 | Nov 26 - Feb 22 | Apr 21 - Apr 25 | Apr 21 - Apr 25 | Apr 21 - June 8 |
| LATE REGISTRATION | Aug 6-19 | Aug 6-19 | Sept 2-14 | Oct 6-19 | Dec 15 - Jan 5 | Dec 15 - Jan 5 | Jan 20-Feb 1 | Feb 23 - Mar 14 | Apr 26 - May 9 | Apr 26 - May 9 | June 9-22 |
| CLASSES BEGIN | Aug 20 | Aug 20 | Sept 15 | Oct 20 | Jan 6 | Jan 6 | Feb 2 | Mar 15 | May 10 | May 10 | June 23 |
| ADD/DROP | Aug 20-26 | Aug 20-21 | Sept 15-19 | Oct 20-21 | Jan 6-12 | Jan 6-7 | Feb 2-6 | Mar 15-16 | May 10-11 | May 10-11 | June 23-24 |
| LAST DAY TO DROP WITH FULL REFUND | Aug 26 | Aug 21 | Sept 19 | Oct 21 | Jan 12 | Jan 7 | Feb 6 | Mar 16 | May 14 | May 11 | June 24 |
| INTERNATIONAL ADMISSIONS APPLICATION DEADLINE (F-1 VISAS) | July 21 | July 21 | July 21 | July 21 | Nov 17 | Nov 17 | Nov 17 | Nov 17 | Apr 12 | Apr 12 | Apr 12 |
| LAST DAY TO MAKE UP "I" GRADES FROM PREVIOUS TERM | Sept 18 | Sept 18 | Sept 18 | Sept 18 | Feb 4 | Feb 4 | Feb 4 | Feb 4 | Sept 21 | Sept 21 | Sept 21 |
| LAST DAY TO WITHDRAW/AUDIT | Nov 3 | Sept 25 | Nov 12 | Nov 24 | Mar 26 | Feb 11 | Apr 5 | Apr 19 | July 5 | June 7 | July 20 |
| CLAST REGISTRATION DEADLINE | Sept 5 | Sept 5 | Sept 5 | Sept 5 | Jan 16 | Jan 16 | Jan 16 | Jan 16 | May 7 | May 7 | May 7 |
| CLAST TEST DATE | Oct 4 | Oct 4 | Oct 4 | Oct 4 | Feb 21 | Feb 21 | Feb 21 | Feb 21 | June 5 | June 5 | June 5 |
| GRADUATION APPLICATION DEADLINE | Sept 30 | Sept 30 | Sept 30 | Sept 30 | Feb 27 | Feb 27 | Feb 27 | Feb 27 | May 28 | May 28 | July 14 |
| GRADES AVAILABLE VIA WEB | Dec 17 | Dec 17 | Dec 17 | Dec 17 | May 7 | May 7 | May 7 | May 7 | Aug 4 | June 22 | Aug 4 |
| COMMENCEMENT | Dec 17 | Dec 17 | Dec 17 | Dec 17 | May 7 | May 7 | May 7 | May 7 | | | |
| STUDENT HOLIDAYS | Sept 1 Oct 15 Nov 11 Nov 27-28 Dec 17-Jan 1 | Sept 1 Oct 15 | Oct 15 Nov 11 Nov 27-28 Dec 17-Jan 1 | Nov 11 Nov 27-28 Dec 17-Jan 1 | Jan 19 Feb 26 Mar 8-12 Apr 9 | Jan 19 Feb 26 | Feb 26 Mar 8-12 Apr 9 | Apr 9 | May 31 June 22 | May 31 | |

*Check with instructor for last meeting day of class and examination schedule.

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

PBCC students can access their final grades via: PantherWeb www.pbcc.edu • FACTS www.facts.org

Courses with session dates other than those listed above will have different add/drop and withdrawal/audit deadlines. Please check with the Registrar's Office for specific dates.

PALM BEACH COMMUNITY COLLEGE

2003-2004 CATALOG

VOLUME 65-1

70 Years of Shaping the Future

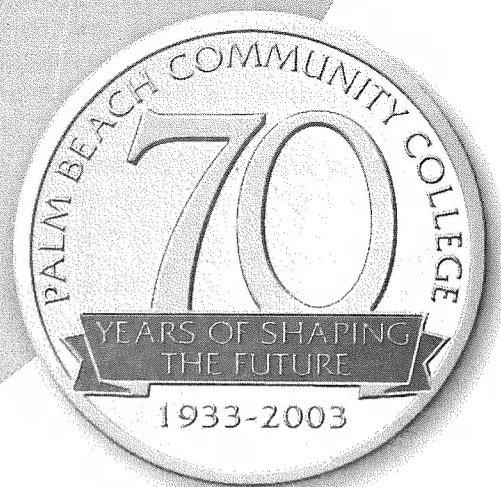
Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

THE MISSION of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

Expect More.



www.pbcc.edu



About the PBCC Catalog

The Palm Beach Community College Catalog is an information and reference guide on College policies, facilities, degree and certificate programs, course offerings, services and personnel. Since the statements contained in the catalog are for informational purposes only, it should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the catalog are applicable as stated, but PBCC reserves the right to initiate changes including but not limited to academic requirements for graduation without direct notification to individuals.

Mindful of its responsibility to students, the College is committed to making every possible effort to keep students informed of any changes. Though the College catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree program.

PBCC Disability Support

Palm Beach Community College does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. The following persons have been designated to coordinate compliance with the non-discrimination requirements of the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973:

Disability Support Services/Access

Susan Lang 561-868-3375

Employment Access

Ardease Johnson 561-868-3114

Facilities Access

John Wasukanis 561-868-3615

This publication can be made available in alternate formats to persons with disabilities. Please make requests well in advance of need to:

Susan Lang
Palm Beach Community College
Disability Support Services, MS #55
4200 Congress Avenue
Lake Worth, FL 33461-4796
Telephone: (561) 868-3375 (V/TTY)

Palm Beach Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation.

TABLE OF CONTENTS

GENERAL INFORMATION

| | |
|---------------|---|
| History | 3 |
| Beliefs | 4 |
| Mission | 4 |
| Accreditation | 4 |
| Membership | 4 |
| Foundation | 4 |
| Locations | 5 |
| Maps | 6 |

ADMISSIONS

| | |
|---|----|
| Admission Criteria | 13 |
| Admission Policies | 13 |
| Admission Procedures | 15 |
| Credit for Prior Learning | 19 |
| Placement Testing | 20 |
| Residence Classification | 22 |
| Students with Disabilities Substitution | 23 |
| Transfer Credit | 23 |

FINANCIAL INFORMATION

| | |
|------------------|----|
| Financial Aid | 24 |
| Fees and Payment | 28 |
| Parking | 29 |
| Refunds | 29 |
| Tax Credits | 30 |

STUDENT SERVICES / STUDENT LIFE

| | |
|---------------------------------------|----|
| Academic Advisement | 31 |
| Career Planning & Employment Services | 31 |
| Disability Support Services | 32 |
| Health Information | 32 |
| Insurance | 33 |
| Lost and Found | 33 |
| Student Handbook | 33 |
| Student Publication | 33 |
| Student Retention & Completion | 33 |
| Testing Services | 33 |
| Student Life | 34 |

ACADEMIC SUPPORT & OPPORTUNITIES

| | |
|--|----|
| Campus Libraries | 36 |
| Children First | 36 |
| Continuing Workforce Education | 36 |
| Cooperative Education | 37 |
| Distance Learning | 38 |
| English for Academic Purposes/ English as a Second Language | 39 |
| Honors | 39 |
| Institute of Teacher Education | 39 |
| Recreational Learning | 40 |
| Student Learning Center/ Vocational Preparatory Instruction Lab | 40 |
| Transition to Learning and Careers | 40 |

ACADEMIC POLICIES

| | |
|--|----|
| Academic Progress | 41 |
| Academic Recognition | 41 |
| Attendance | 41 |
| Audit and Withdrawal Policies | 42 |
| College Level Academic Skills Test (CLAST) | 42 |
| College Preparatory Course Requirements | 43 |
| Freshman and Sophomore Classification | 44 |
| Full-Time Student | 44 |
| Grades | 44 |
| Graduation | 45 |
| Policy Changes | 47 |
| Prerequisites | 47 |
| Religious Observances Policy | 47 |
| Security of Student Records | 47 |
| Student Conduct | 48 |
| Student Maximum Course Load | 48 |
| Unpaid Accounts | 48 |

AREAS OF STUDY

| | |
|--|----|
| Program Groups | 49 |
| Competency Statements for all PBCC Degree Program Graduates | 50 |
| Associate in Arts (A.A.) Transfer Degree | 52 |
| General Education Requirements for the A.A. Degree | 52 |
| Associate in Science (A.S.) Degree | 56 |
| Associate in Applied Science (A.A.S.) Degree | 56 |
| Certificate and Diploma Programs | 57 |

Aviation

| | |
|-------------------------------|----|
| Professional Pilot Technology | 58 |
|-------------------------------|----|

Automotive & Transportation

| | |
|------------------------------------|----|
| Automotive Body Repair | 61 |
| Automotive Detail | 62 |
| Automotive Mechanics | 62 |
| Commercial Vehicle Driving | 62 |
| Diesel Technology | 63 |
| Gasoline Engine Service Technology | 63 |

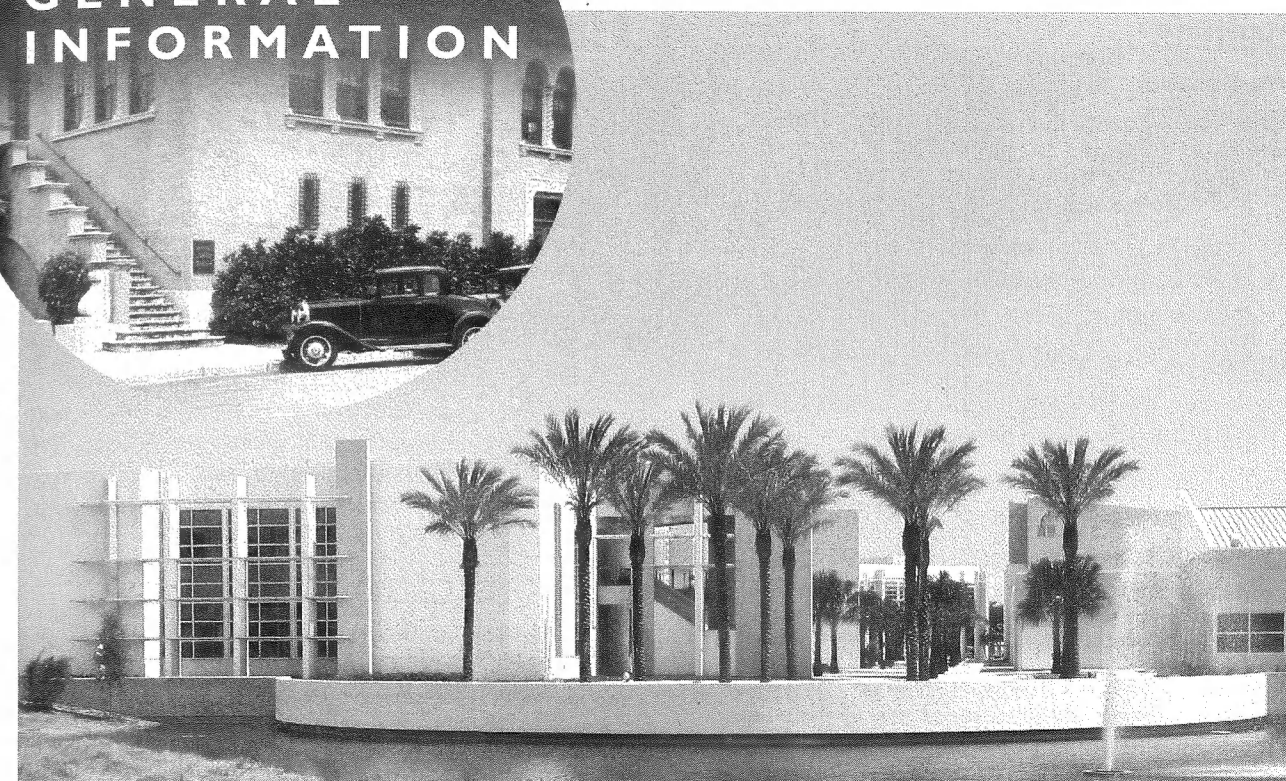
Business

| | |
|---|----|
| Accounting Operations | 64 |
| Life, Health and Variable Annuities Agent | 65 |
| Property and Casualty General Lines Agent | 65 |
| Real Estate Sales Agent | 65 |

| | |
|---|--------|
| Accounting Technology | 66 |
| Business Administration and Management | 67 |
| Marketing Management | 67 |
| Paralegal | 68 |
| Child Care and Human Services | |
| Child Care | 69 |
| Child Development Associate (CDA) | 69 |
| Early Childhood Education | 70 |
| Human Services | 72 |
| Computer Science and Information Technology | |
| A+ Certification | 73 |
| Cisco Networking Academy | 73 |
| Computer Support Specialist | 74 |
| Network+ Certification | 74 |
| Webmaster Program | 74 |
| Computer Information Systems Analysis | 75 |
| Construction, Metal and Industrial Trades | |
| Carpentry | 77 |
| Commercial Heating & Air Conditioning Technology | 77 |
| Machining Technology | 78 |
| Residential and Commercial Electricity | 78 |
| Telecommunications Cable Technician | 79 |
| Welding Technology | 79 |
| Apprenticeship Programs | 79 |
| Building Construction Technology | 80 |
| Industrial Management Technology | 80 |
| Cosmetology | |
| Cosmetology | 81 |
| Facials Specialty | 81 |
| Nails Technician | 81 |
| Creative Arts and Communication | |
| Commercial Art | 82 |
| Motion Picture and Television Production Technology | 83, 84 |
| Graphic Design Technology | 85 |
| Theatre and Entertainment Technology | 86 |
| Engineering and Architecture | |
| Architectural Drafting | 88 |
| Electrical Drafting | 89 |
| Electronic Drafting | 89 |
| Electronic Technology | 89 |
| Mechanical Drafting | 90 |
| Structural Drafting | 90 |
| Drafting and Design Technology | 91 |
| Electronics Engineering Technology | 91 |
| Interior Design Technology | 92 |
| Environmental Science | |
| Environmental Horticulture Technology | 93 |
| Environmental Science Technology | 94 |
| Health Care | |
| Dental Assisting | 96 |
| Massage Therapy | 97 |
| Medical Assisting | 98 |

| | |
|---|-----|
| Patient Care Assistant | 98 |
| Practical Nursing | 99 |
| Surgical Technology | 99 |
| Dental Hygiene | 100 |
| Dietetic Technician | 101 |
| Nursing | 103 |
| Radiography | 105 |
| Respiratory Care | 106 |
| Sonography | 108 |
| Cardiovascular Intervention Technology | 109 |
| Cardiovascular Nursing | 109 |
| Community Home Health Nursing | 110 |
| Computed Tomography | 110 |
| Critical Care Nursing | 111 |
| Magnetic Resonance Imaging | 111 |
| Medical Surgical Nursing | 112 |
| Perioperative Nursing | 112 |
| Hospitality | |
| Hospitality and Tourism Management | 113 |
| Office Management and Administrative Assistant | |
| Administrative Assistant | 114 |
| Customer Service Representative | 115 |
| Medical Secretary | 115 |
| Medical Coder Specialist | 116 |
| Medical Transcription | 116 |
| Office Systems Technology | 117 |
| Public Service | |
| Criminal Justice Academies | 118 |
| Firefighter | 119 |
| Public Safety Dispatcher | 120 |
| Emergency Medical Technician (EMT-B) | 120 |
| Paramedic | 120 |
| Criminal Justice Technology | 121 |
| Emergency Medical Services | 123 |
| Fire Science Technology | 124 |
| COURSE DESCRIPTIONS | |
| Florida's Statewide Course Numbering System .. | 125 |
| Course Prefixes by Subject Area | 126 |
| Introduction to Course Descriptions | 128 |
| DIRECTORY | |
| District Board of Trustees | 221 |
| President | 221 |
| President's Staff | 221 |
| Deans and Registrar | 221 |
| Full-Time Faculty | 222 |
| INDEX | 226 |
| STUDENT VILLAGE | 229 |
| APPLICATION FORM | |
| GENERAL EDUCATION REQUIREMENTS | |
| IMPORTANT PHONE NUMBERS | |

GENERAL INFORMATION



PBCC Education and Training Center, opening Fall 2003

History

Palm Beach Junior College became Florida's first public community college in 1933. The College initially was housed adjacent to Palm Beach High School and was governed by the Palm Beach County Board of Public Instruction until 1969. Today, this original site (inset photo) has been restored with offices and classrooms to serve students in downtown West Palm Beach.

In 1948, under the direction of its first president, Dr. John I. Leonard, the College moved to Morrison Field, now Palm Beach International Airport; it was relocated in 1951 to the Lake Park Town Hall. Finally, in 1956, the Palm Beach County Commission donated a 114-acre site in Lake Worth, and construction began on the College's first permanent campus. Dr. Harold C. Manor assumed the presidency in 1956. Under his direction, the College experienced extraordinary growth in enrollment, staff, course offerings and services, including the addition of many technical and vocational programs. In 1965, Roosevelt Junior College, headed by Britton G. Sayles, merged with PBJC.

By the early 1970s, satellite centers were established in Belle Glade, Boca Raton and Palm Beach Gardens. Between 1974 and 1989, these centers developed, featuring permanent buildings, expanding student populations and complete academic programs. Much of the growth

during this time was the result of efforts by Dr. Edward M. Eissey, who was named the College's third president in 1978. He presided over the College's building boom, especially at the Belle Glade, Boca Raton and Palm Beach Gardens locations. In 1988, the College changed its name to Palm Beach Community College to more accurately reflect its comprehensive mission and the expansion of its programs and services. Following Dr. Eissey's retirement in 1996, PBCC Vice President of Administration and Business Affairs Dr. G. Tony Tate, who had served the College for over 39 years, assumed the presidency on an interim basis. Dr. Dennis P. Gallon was named the College's fourth president in 1997.

Under Dr. Gallon's leadership, the College has continued the expansion of its comprehensive mission by adding an array of workforce training programs to meet the changing needs of business and industry. Other areas of focus include designing and implementing a contemporary technology infrastructure to improve the quality of instruction and college operations, expanding distance-learning opportunities through television and the Internet, and creating partnerships with education, business and other institutions and agencies in the community.

Beliefs

We believe:

- Students are our first priority.
- Appropriate resources for faculty/staff training and development must be provided to enhance learning.
- The College must be responsive to the needs of the community.
- Lifelong learning enhances the quality of life.
- Strong partnerships enhance the development of the College and the community.
- Each student should leave with skills necessary to achieve individual goals.
- Everyone should have access to an affordable, quality education.
- The College must prepare students for future leadership roles.
- Participation of all members of the College community will enhance the decision-making process.
- Students must be prepared for an ever-changing global environment.
- Providing a quality education is worth the cost and effort.
- Instruction should meet the varying learning styles of students.
- We must hold an uncompromising commitment to excellence.
- Equity and equality of opportunity are essential.
- A safe, supportive and secure College climate is essential.
- Diversity should be embraced as a reflection of society and enhances the educational process.
- The College should prepare students to be responsible and productive members of the community.
- Knowledge of options is essential.
- All of our students are capable of experiencing success.
- Increased student interaction with the College and the community enriches learning.

Mission

Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

The mission of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

Accreditation

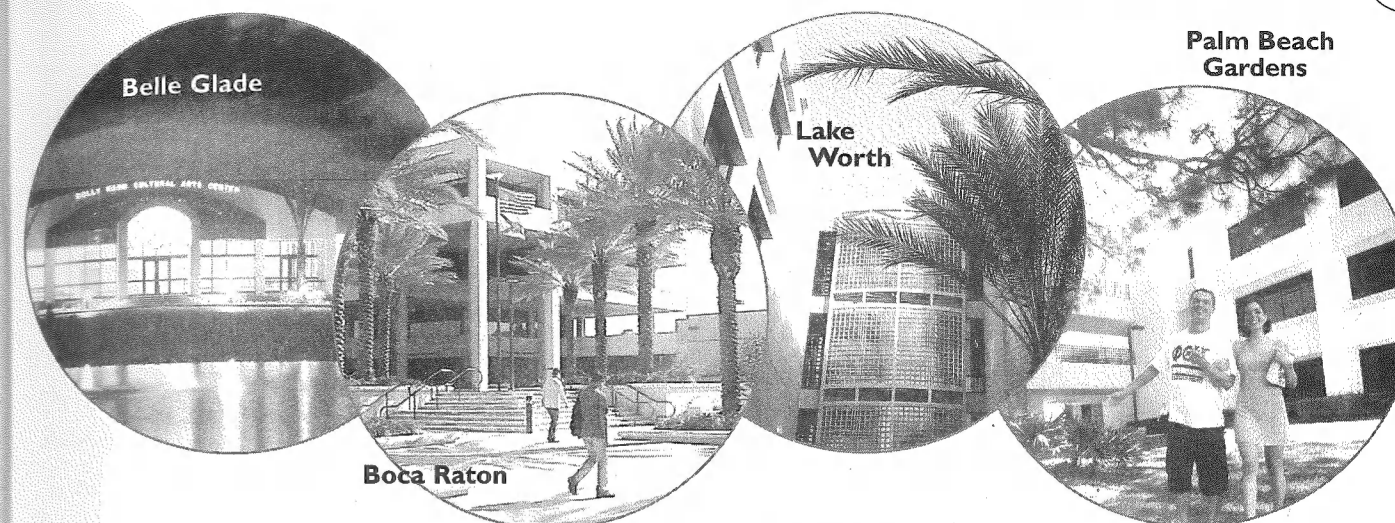
Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone 404-679-4501) to award the associate in arts and associate in science degrees. Accreditation also has been granted by professional organizations for certain specific programs. This is noted in this catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

Memberships

The College is an active member of the American Association of Community Colleges and the Florida Association of Community Colleges, as well as other professional organizations.

Foundation

The Palm Beach Community College Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individuals and agencies within the community and the state. The Foundation provides funding for endowed faculty chairs and raises scholarship funds. Applications for scholarships are available at all locations.



Locations

Courses are offered at PBCC locations in Belle Glade, Boca Raton, Lake Worth and Palm Beach Gardens and through satellite centers at Royal Palm Beach, Wellington and the Count and Countess de Hoernle Historic Building in West Palm Beach. Each location offers general education courses; however, certain programs may not be available at all locations.

BELLE GLADE

Nestled on the banks of a small lake, PBCC at Belle Glade opened in 1972. The permanent facility was built in 1977 and occupied in January 1978. The Belle Glade location offers comprehensive courses for college transfer to four-year institutions as well as vocational, technical and continuing education courses. The 470-seat Dolly Hand Cultural Arts Center at Belle Glade was completed in 1982, and the lobby was expanded in 1996. The theater offers a variety of cultural and entertainment performances and is available for rental by individuals and organizations.

BOCA RATON

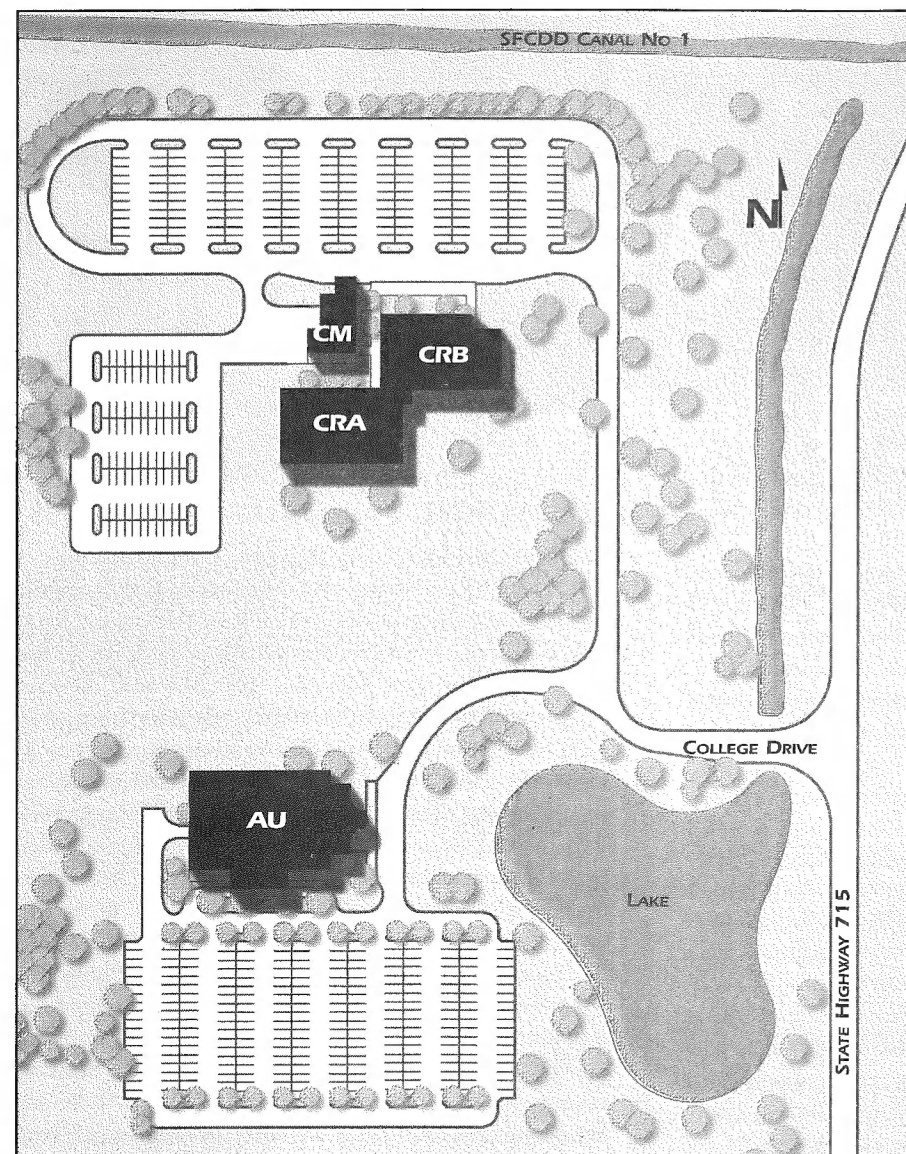
Since 1971, Palm Beach Community College has been serving the greater south Palm Beach County area from its campus in Boca Raton, conveniently located adjacent to Florida Atlantic University. Many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location. PBCC's Boca Raton campus provides its students with state-of-the-art classrooms, laboratory facilities and full-use privileges at the FAU library. PBCC at Boca Raton offers classes for those seeking a college degree as well as those interested in job training, upgrading of skills and personal enrichment workshops. Well known for addressing the learning needs of the entire local community, PBCC at Boca Raton also offers Summer Youth College for children ages 8-14 and Learning Unlimited, a non-credit enrichment program for adults of all ages.

LAKE WORTH

PBCC at Lake Worth, located on Congress Avenue, is PBCC's largest and longest-established campus. Bordered by Lake Osborne and John Prince Park, this central location has accommodated the educational needs of the community for over 40 years. The 114-acre campus houses an extensive selection of programs for those planning to transfer to universities or enter or advance in the workforce. Among the many programs, nursing, paramedic, dental health, hospitality, early childhood, criminal justice, plumbing and electrical apprenticeship, drafting, interior design, graphic design and real estate programs have attracted many students from the community as well as the nation. The spacious Watson B. Duncan III Theatre serves as the campus' performing arts instructional facility and hosts a variety of cultural and entertainment events for the public. Count de Hoernle Student Village, a student apartment housing community that can accommodate over 600 individuals, is available to students interested in walking or biking to and from the Lake Worth campus.

PALM BEACH GARDENS

The Palm Beach Gardens campus opened in 1982 as a permanent, full-time facility offering associate in arts and associate in science degrees and certificate programs. The A.S. degree, for those planning to enter the workforce, is available in computer information systems technology; film, television and video production; paralegal; paramedic; environmental horticulture; respiratory care; business; and medical imaging. The 750-seat Edward M. Eisey Campus Theatre presents educational and cultural programs. The campus has a Career Resource Center, a Student Learning Center, state-of-the-art computer classrooms and laboratories, a 250-seat Alfred W. Meldon Lecture Hall and an art gallery. The Center for Early Learning, a state-of-the-art child care center serving children of PBCC students and employees, opened in 2001.



CRA - Registration & Classrooms

Administration
Testing Center
Computer Center
Financial Aid
Cashier
Prep Lab
Provost's Office
Security

CRB - Classrooms

Library Learning Resource Center
Bookstore

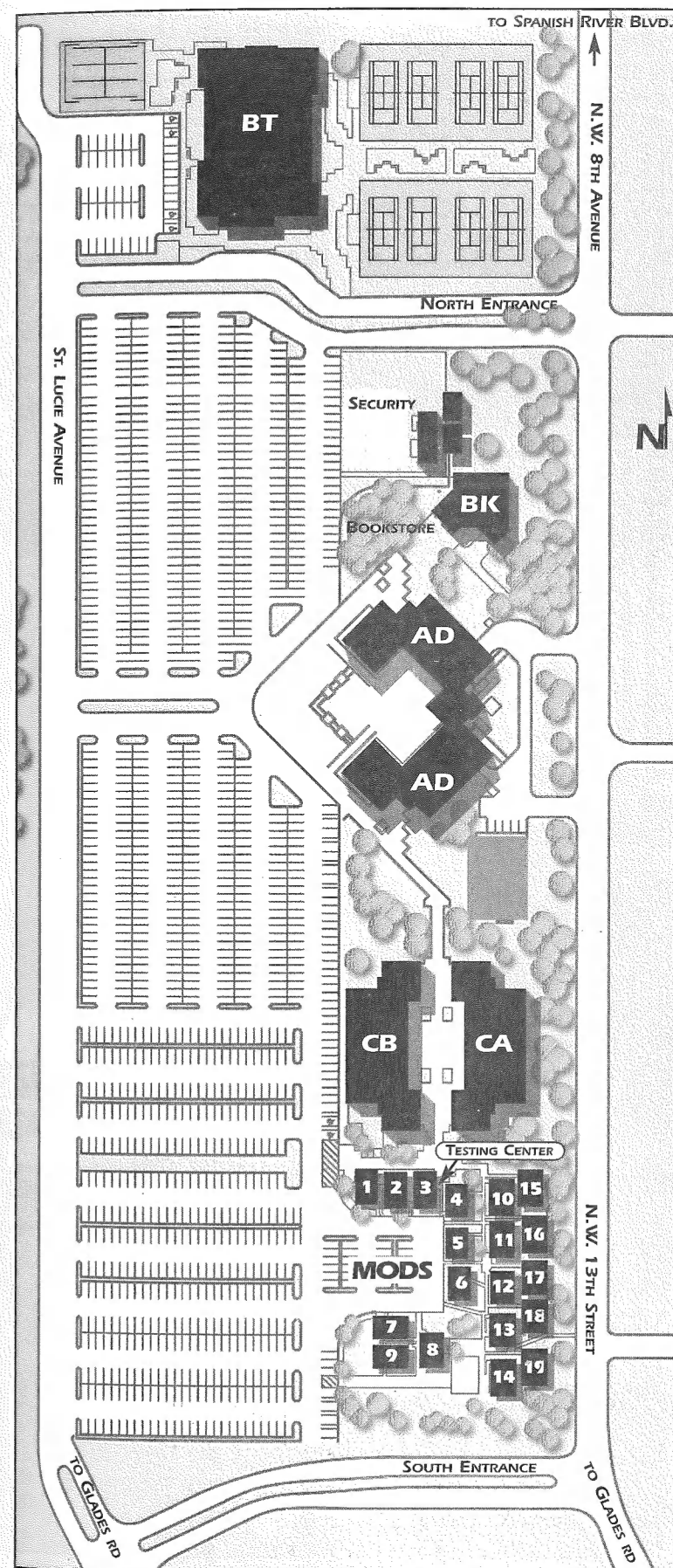
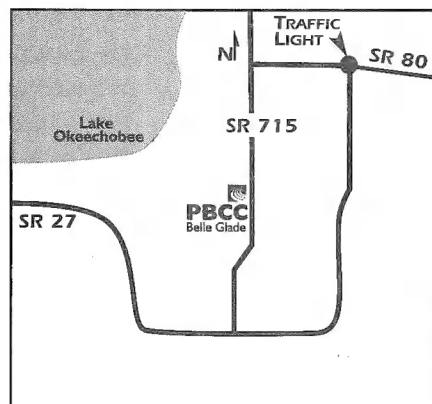
CM - Facilities

AU - Dolly Hand Cultural Arts Center

DIRECTIONS

From I-95:
Proceed west on Southern Blvd. (SR 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. PBCC is on the right.

From the Florida Turnpike:
Exit at Southern Blvd. (SR 80). Proceed west on SR 80 approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. PBCC is on the right.



AD - Administration

1st Floor
Admissions/Registration
Registrar
Counseling
Financial Aid
Service Center
Cafeteria (Computer Cafe)
Cashier
Career Center
Student Organizations

2nd Floor
Facilities

3rd Floor
Computer Resources
Workforce Development

4th Floor
Provost
Dean of Student Services
Dean of Academic Affairs
District Office of Instruction and Academic Programs

BK - Bookstore

Massage Therapy
(Temporary location)

BT - Bocatech (under construction)

CB - Classroom Building B

1st Floor
Art Studios
Science Labs

2nd Floor
Faculty Workroom
Student Learning Center (SLC)
Computer Classrooms
Media

CA - Classroom Building A

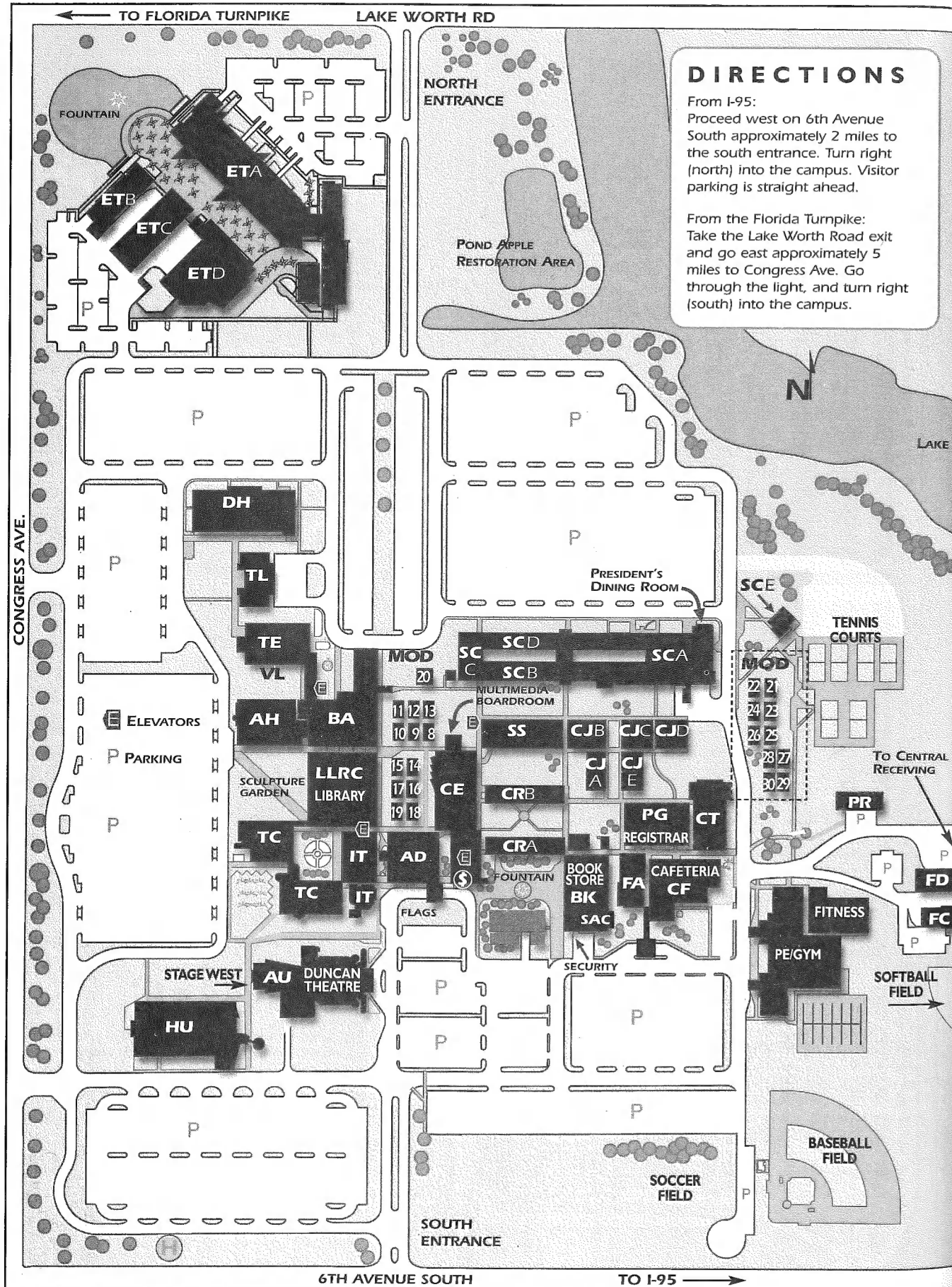
MOD - Modular Village

MOD 1- MOD 19 Classrooms
MOD 3 Testing Center

DIRECTIONS

From I-95:
Proceed east on Glades Road to NW 13th St., turn left (north) and enter the FAU Campus. Go approximately 1.5 miles through three stop signs. After the third stop sign (Lee Street), the south entrance to PBCC is on the left.

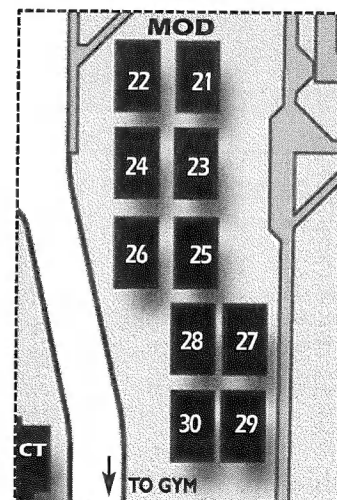
From Spanish River Boulevard:
Go south on NW 8th Avenue. The north entrance to PBCC is on the right.



- **AD - Administration/District Offices**
G. TONY TATE BLDG.
College Relations and Marketing
Grants/Resource Development
Human Resources
Office of the President
Vice Presidents Offices
- **AH - Allied Health**
PHILIP O. LICHTBLAU BLDG.
- **AU - Auditorium/Theatres**
WATSON B. DUNCAN III THEATRE
STAGE WEST
- **BA - Business Administration**
- **BK - Bookstore**
- **CF - Cafeteria**
Upward Bound Office
- **C - Cashier's Office**
Central Receiving/Facilities
- **CJA - E Criminal Justice A - E**
- **CRA - General Classrooms A**
- **CRB - General Classrooms B**
- **CE - Continuing Education**
PAUL W. GRAHAM BLDG.
Etta Ress/New Dimensions
Florida Institute of Government
Multimedia Boardroom
- **CT - Counseling & Testing**
STUDENT SERVICES CENTER
Academic Advisement
Career Center
Disability Support Services
Testing Center
- **DH - Dental Health**

- **ETA - Education and Training Center**
Dean of Workforce Development
Business Applications
Career Exploration/Job Placement
Commercial HVAC
Computer Applications
Electrical Technology
Emergency Medical Services (EMS)
Environmental Science
Machinists
Medical Assistant
Medical Coder
Medical Secretary
Medical Transcription
Plumbing
Practical Nursing
Sheet Metal
Surgical Technology
Transition to Learning & Careers
Vocational Preparatory Instruction
- **ETB - Education and Training Center**
Automotive Body & Repair
- **ETC - Education and Training Center**
Automotive Electronics
Automotive
- **ETD - Education and Training Center**
Carpentry
Cosmetology
Diesel Mechanics
Emergency Medical Tech. (EMT)
Welding
- **FA - Financial Aid**
Disabilities Services
Outreach Services
Student Support Services
- **FC - Facilities Central**
- **FD - Facilities District**
CLAUDE A. EDWARDS BLDG.
- **Fitness Center**
- **HU - Humanities**

MOD 21 - MOD 30
Temporarily moved to the Mods next to the tennis courts

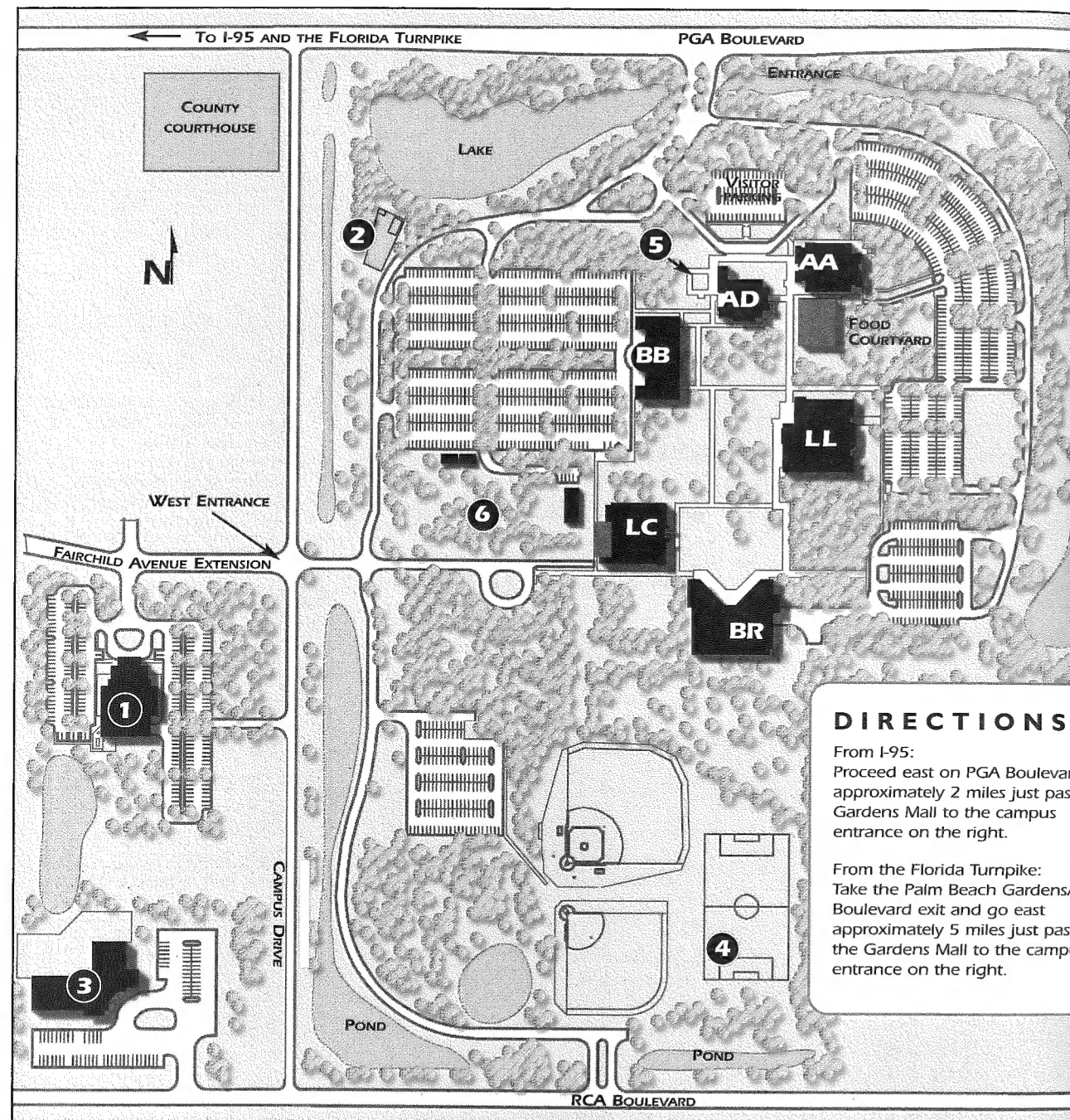


- **IT - Information Technology**
- **LLRC - Library**
HAROLD C. MANOR BLDG.
Library Learning Resource Center
Media Technology & Instructional Services (MTIS)
- **MOD - Modules**
MOD 11 - MOD 20 Classrooms
MOD 21 - MOD 30 See Humanities
- **PE/GYM - Gymnasium**
ELISABETH W. ERLING BLDG.
- **PG - Student Services Center**
PAUL J. GLYNN BLDG.
Admissions/Registration
College Registrar
Dean of Academic Services
Dean of Student Services
Graduation Office
International Admissions
Limited Access Admissions
New Student Enrollment
Web Registration
- **President's Dining Room**
- **PR - Purchasing Dept/Print Shop**
- **SAC - Student Activities Center**
- **SCA - D Science A - D**
- **SCE - Science E**
- **Security Office**
- **Sports Area**
Racquetball, Baseball, Softball and Soccer fields
- **SS - Social Science**
BRITTON G. SAYLES BLDG.
- **TC - Technology Center**
COUNT AND COUNTESS DE HOERNLE BLDG.
Academic Support Lab
CAD/Drafting Lab
Computer Lab
Dean of Academic Affairs
Graphic Design Lab
Provost's Office
Student Learning Center:
Math/Reading Labs
- **TE - Technical Education**
Electronics Lab
Physics Lab
- **TL - Technical Laboratory**
- **VL - Vocational Lab**
Patient Care Assistant

Please note:
Due to ongoing construction and renovation, some modules, building descriptions or locations may have changed.

561-624-PBCC

3160 PGA Blvd, Palm Beach Gardens, FL 33410-2893



DIRECTIONS

From I-95:
Proceed east on PGA Boulevard approximately 2 miles just past the Gardens Mall to the campus entrance on the right.

From the Florida Turnpike:
Take the Palm Beach Gardens/PGA Boulevard exit and go east approximately 5 miles just past the Gardens Mall to the campus entrance on the right.

AA - Classroom Building
Faculty Offices
Campus Service Center

AD - Administration
1st Floor:
Student Services
Admissions
Registration
Financial Aid
Cashier
Security

2nd Floor:
Provost
Academic Dean
Associate Dean
Early Learning Services

Food Courtyard

BB - Classroom Building
Meldon Lecture Hall
Art Gallery
Art Lab
SLC - Math Lab
Workforce Development
Children First

LC - Phillip D. Lewis Center
Radiography
Respiratory Care
EMT
Computer Science

BR - Burt Reynolds Student Ctr.

Advisement
Career Resources
Disabilities Services
Student Activities
Bookstore
Cafeteria

LL - Library Learning Resource Center

Law Library
Media Services
Science Lab
Film Technology
SLC - Student Learning Ctr.
English/Reading Lab

1 Eisey Campus Theatre

2 Greenhouse

3 Center for Early Learning

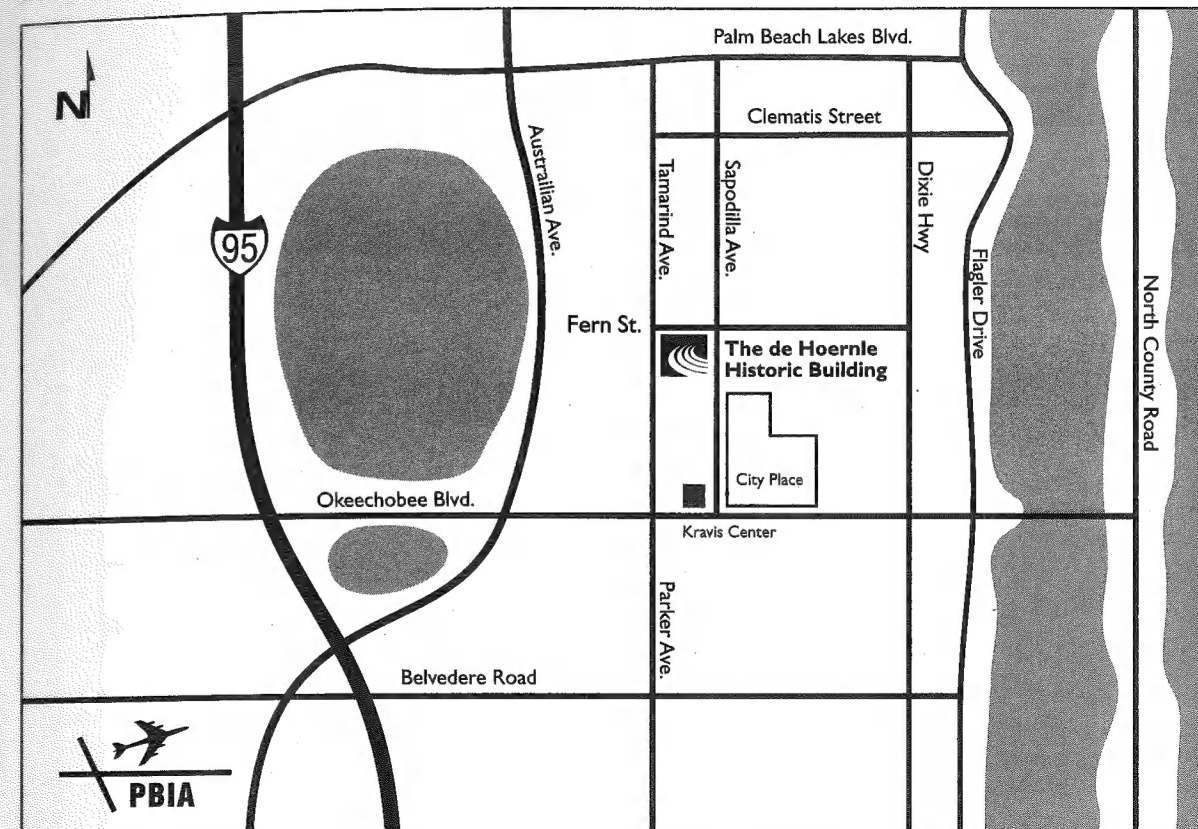
4 Sports Fields
Baseball, Softball,
Soccer

5 Security

6 Facilities

812 Fern Street, West Palm Beach, FL 33401

561-967-PBCC



Count and Countess de Hoernle Historic Building

Classrooms
Educational Opportunity Center
Institute of Excellence in Early Care and Education

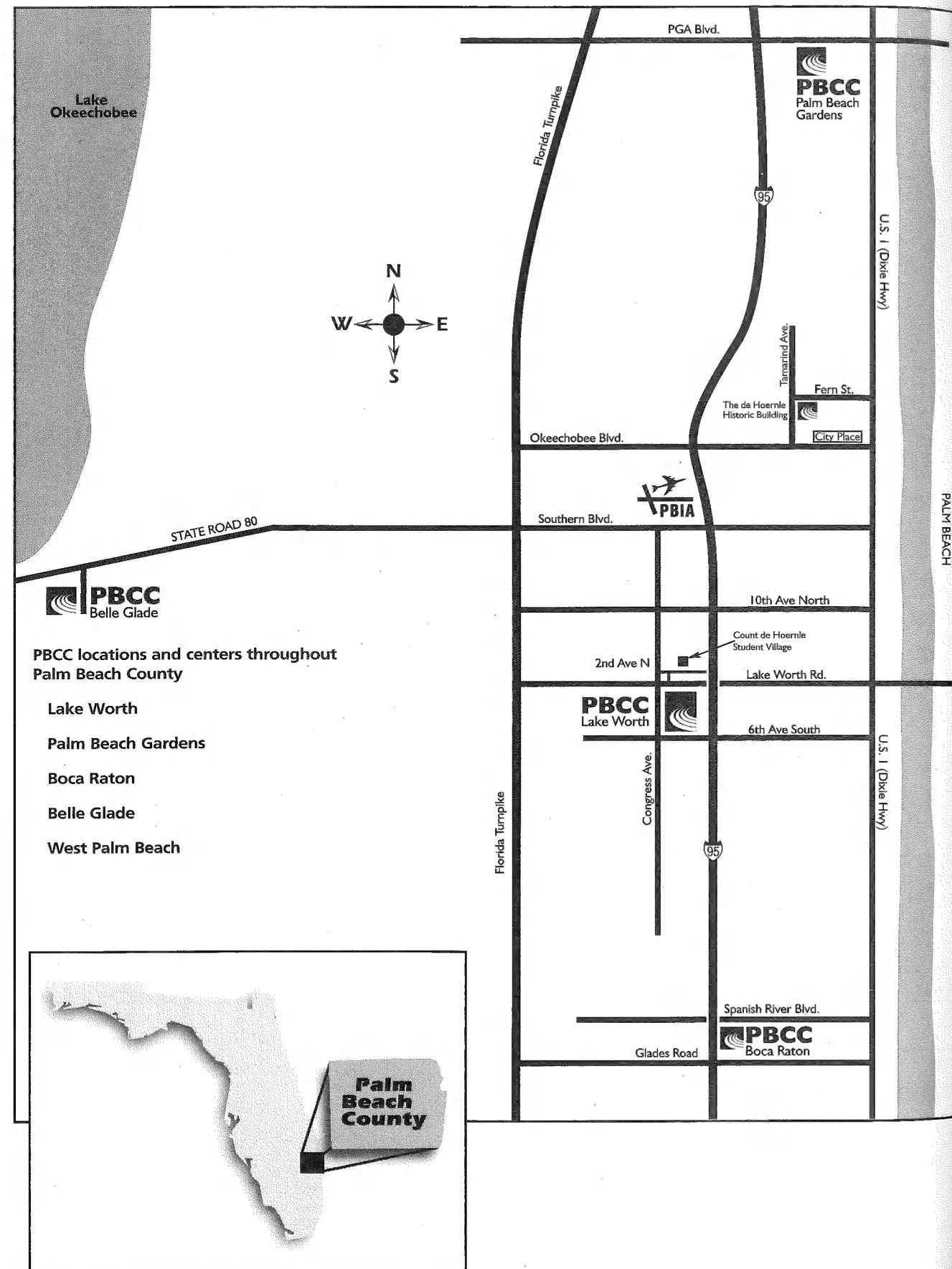
Named after Count Adolph and Countess Henrietta de Hoernle, the de Hoernle Historic Building has been renovated for use as an educational center.

Located in downtown West Palm Beach at the site of the old Twin Lakes High School, the 1927 building was the original home of Palm Beach Community College.

The Mediterranean Revival-style building is listed on the National Register of Historic Places.

DIRECTIONS

From I-95:
Proceed east on Okeechobee Blvd. until you reach Tamarind Ave. At the traffic light turn left (north) and proceed past the Kravis Center and the School of the Arts. Turn right on Fern Street. PBCC is on the right.



PBCC locations and centers throughout Palm Beach County

Lake Worth
Palm Beach Gardens
Boca Raton
Belle Glade
West Palm Beach

ADMISSIONS

Admission Criteria

Students seeking admission to take courses, other than continuing workforce education noncredit courses, must have a standard high school diploma from a regionally accredited high school, high school equivalency diploma (GED), or be approved for Early Admission/High School Dual Enrollment in order to be accepted at Palm Beach Community College. Some Post Secondary Adult Vocational (PSAV) programs and noncredit courses may not require high school graduation; however, students may not be enrolled in a high school program. Refer to Areas of Study section in this catalog.

In accordance with Florida Statutes 232.246 and 232.02, home school education graduates may be considered for admission. Contact the Admissions Office for necessary documentation. Applicants from states other than Florida who are graduates of out-of-state schools, regionally accredited high schools, colleges or universities will be considered in accordance with current state statute. International student admission information is provided under "Admissions Procedures" in this catalog section.

In accordance with Florida statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs or for campus disruption.

Admission Policies

CONDITIONS FOR ADMISSION

At the point of application, students applying to take credit or post secondary adult vocational (PSAV) courses will receive a Conditions for Admission Form that outlines any outstanding requirements needed to complete the admissions process. All degree-seeking students are required to have transcripts sent to PBCC within one term or they may not register for subsequent terms. All international student transcripts and commercial evaluations, if applicable, must be received before a first term of enrollment will be permitted.

There are additional admissions requirements for some programs (refer to Areas of Study section in this catalog), high school dual enrollment and early admission (in this section), and international students (in this section).

NON-DISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices. Limited Access programs select students using a blind applicant pool and consider only the criteria outlined in each program's additional application information.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or deportment. Decision on admission rests with the Registrar's Office. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the vice president of student services.

If an applicant believes that he or she has been subject to discrimination during the application process, the applicant should submit concerns to:

College Registrar

Palm Beach Community College
4200 Congress Avenue, MS #13
Lake Worth, FL 33461

Letters should include the applicant's name, Social Security number, address, phone numbers, and information relating the complaint. The College Registrar will investigate the stated claim and provide a response in writing.

The College prohibits retaliation against any applicant who utilizes this complaint procedure regarding the college's application processes. The applicant will be considered for any future programs for which he or she applies and is qualified.

RELEASE OF TRANSCRIPTS

Upon admission, the student authorizes the College to release transcripts to governmental, educational, and licensing agencies as appropriate. For additional information regarding the release of student records, refer to the Academic Policies section of this catalog.

Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated. Transcript requests must be made either in writing or through PantherWeb, www.pbcc.edu. Telephone requests will not be honored.

SPECIALIZED AND LIMITED ACCESS PROGRAMS

All students must complete the steps listed under Admission Procedures. Additional requirements and deadlines for certain specialized programs are listed in the Areas of Study section of this catalog. Requirements must be completed before admission to the program.

EARLY ADMISSION FROM HIGH SCHOOL

High school seniors meeting all minimum requirements for high school college credit dual enrollment (as listed in this section) may, upon written recommendation of their high school principal, enroll full time at Palm Beach Community College. Appeals of these requirements may be considered. Interested students should contact their high school principal.

Tuition-free credits earned during the early admission period must be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. Continued participation in the early admission program requires a cumulative (overall) college grade point average (GPA) of 2.0 or higher. Grades earned will become part of students' permanent high school and college transcripts.

Early admission students may be awarded a high school diploma with their regular class or as determined by the high school principal, provided that the students have completed two college semesters, or equivalent, with a normal class load and have maintained a college GPA of 2.0 or higher.

Important Notes

- Students taking early admission courses are subject to the rules and regulations of PBCC, as stated in this catalog and the student handbook.
- At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.
- Early admission students who receive a failing grade may have difficulty meeting admissions requirements at colleges and universities after high school graduation, and their grade may impact financial aid and scholarship opportunities.

HIGH SCHOOL DUAL ENROLLMENT

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County public or private high school, or a home school education program, to enroll tuition-free, concurrently, in courses offered by Palm Beach Community College.

Students who participate in the dual enrollment program receive college credits that may be used toward a degree or vocational certificate program. Credits earned must be applied toward high school graduation. Grades earned will become part of students' permanent high school and college transcripts. Dual enrolled students are essentially high school students, and it is the responsibility of the student and high school to ensure that requirements for graduation from high school are met.

There are two types of programs in which eligible high school students may participate:

- College Credit Dual Enrollment Program
- Post Secondary Adult Vocational (PSAV) Certificate Program

Students should contact their high school guidance counselor for more information.

Important Notes

- Students taking dual enrollment courses are subject to the rules and regulations of PBCC, as stated in this catalog and the student handbook.
- At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.
- Dual enrollment students who receive a failing grade may have difficulty meeting admissions requirements at colleges and universities after high school graduation, and their grade may impact financial aid and scholarship opportunities.
- For advisement session dates, registration deadlines or other updated information regarding PBCC dual enrollment, visit www.pbcc.edu. For more information on Palm Beach County's Dual Enrollment program, search www.palmbeach.k12.fl.us and www.firn.edu/doe.

Student responsibilities to participate in dual enrollment:

- Transportation to and from the College
- PBCC parking decal
- Uniforms (if applicable in a PSAV program)
- Freedom from any outstanding obligations to the high school prior to registering

Minimum Requirements

All qualifications must be completed prior to the deadlines established by the high school and PBCC. To be eligible for participation in the dual enrollment program, any Palm Beach County student must:

- Obtain a Dual Enrollment Permission Form from the high school principal or his/her designee (Home education students may obtain the form from the PBCC dual enrollment coordinator.)

- Complete a PBCC Credit or PSAV Application (depending on the type of dual enrollment desired)
- Have completed his/her sophomore year
- Be approved by the high school principal/designee
- Have parental permission
- Satisfy all course prerequisites.

Appeals of these requirements may be considered. Interested students should contact their high school principal. The completed form and College application must be submitted to the Registrar's Office or a PBCC dual enrollment campus coordinator. After the form has been submitted, the student may then register for the PBCC course(s) offered at the high school site or courses offered on the College campus.

A new Dual Enrollment Permission Form must be submitted for each term enrolled. The following courses are NOT permitted:

- College preparatory courses
- Physical education activity courses
- Courses less than three credits (unless a corequisite or in PSAV dual enrollment)
- Intermediate Algebra (MAT1033)
- Principles of Chemistry (CHM1015)

College Credit Dual Enrollment

In addition to the minimum qualifications, students must also meet the following:

Achieve a weighted or unweighted high school cumulative grade point average (GPA) or honors point average (HPA) of 3.0* or higher. Note: High school juniors or seniors with a 2.5 GPA are eligible to take Strategies for College Success, SLS1501).

Submit placement test scores (ACT-E, SAT I, or FCELPPT), no more than two years old, adequate for college level English or mathematics, when applicable.

**Dual enrollment students may participate in PBCC's Honors courses or Honors contracts with a 3.5 cumulative GPA.*

Students participating in dual enrollment must maintain a 3.0 weighted or unweighted high school grade point average and must earn a grade of C or higher in their college-level courses to continue participation.

PSAV Dual Enrollment

In addition to the minimum requirements, students must also:

- Have a minimum 2.0 weighted or unweighted grade point average (GPA)
- Be the appropriate age (if applicable for the program)
- Have TABE Level D appropriate scores*
- Enroll in an approved program.

Courses within a program are sequential and are not available to students who have not been accepted into the program. Students participating in PSAV dual enrollment must successfully complete each PSAV course in the program sequence to continue participation.

**Students must meet the TABE minimum basic skill level by the conclusion of a program to receive a PSAV Certificate, with the exception of limited access programs, which require the minimum test scores to be achieved prior to admission to the program.*

TECHNOLOGY PREPARATION (TECH PREP)

PBCC and the Palm Beach County School District offer programs that provide technology preparation (Tech Prep) components. Through an Inter-Institutional Articulation Agreement, these institutions agree that students who complete technology "pathways" (programs of study) in high school can qualify for college credit that applies to certain A.S. or A.A.S. degree programs or PSAV certificates.

Upon registering at PBCC, the student should contact the manager of the program of interest or the campus registrar about further course requirements to qualify for credit for completed high school courses.

Admission Procedures

FIRST-TIME-IN-COLLEGE STUDENTS OR TRANSFER STUDENTS

1. Application

Submit an application online at www.pbcc.edu/Admissions or complete the application form in detail and forward it to any campus Admissions Office. Incomplete applications will be returned.

2. Application Fee

The application fee is \$20 for U.S. citizens. For international students, the fee is \$30 U.S. currency (F-1/M-1 students only). The application fee is nonrefundable.

3. Transcripts

Transcripts are official records of coursework taken at educational institutions. All credit degree-seeking students must have transcripts sent within one term or they may not register for subsequent terms. Transcripts should be received by the Registrar's Office prior to orientation and registration and must show graduation with a standard high school diploma or high school equivalency diploma. Transfer students should read information under Transfer Credit in this catalog section. All transcripts and documents received become property of the College and will not be copied or transmitted to third parties, except in accordance with state law.

All transcripts from post-secondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency. Agency information is available in the offices of the Registrar or International Admissions. The Registrar must receive all international students' transcripts and

commercial evaluations before a first term of enrollment will be permitted.

Candidates for Post Secondary Adult Vocational (PSAV) programs also may need to provide documentation of high school graduation. Refer to Areas of Study section in this catalog.

Applicants who have received the State High School Equivalency Diploma by passing the General Education Development (GED) test are given the same rights and privileges as a student with a standard high school diploma. The GED test is administered to students, at least 18 years of age, by the Office of Adult Education (an official testing center for the Florida State Department of Education). Official transcripts must be sent directly from the GED testing center to the Admissions Office.

4. Placement Tests

All degree-seeking students, as well as non-degree seeking students wishing to take Gordon Rule writing and mathematics courses, who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (FCELP), ACT-E, or SAT I before registration. (If ACT-E or SAT I scores are too low, students must retest or take the FCELP for placement.) Test scores are only valid for two years from the date the test was taken. Students who have not yet taken one of the placement tests listed above should contact the Testing Center on the campus where registering.

PSAV students may be required to meet score requirements on the Test of Adult Basic Education (TABE) score requirements. Refer to Areas of Study section in this catalog.

5. Orientation

Orientation is required of all first-time-in-college, degree-seeking students before registration.

6. Acceptance of Students

Upon completion of all forms and assuming eligibility, the applicant will receive a Conditions for Admission Form from the Admissions Office. Limited or selected admission programs require a second step in the admission process.

Any student falsifying application records will be subject to immediate dismissal without refund.

7. Non-Degree Status

Students who have been admitted for credit course work may classify themselves as non-degree seeking (credits will be granted for completed courses). The non-degree status may be used only in those cases where it is not necessary for the student's previous academic records to be on file. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran

benefits, federal grants, scholarships, etc.), or by international students on an F-1/M-1 visa. Non-degree-seeking students are not eligible for financial aid.

Non-degree-seeking students may be required to submit placement scores in order to register for certain courses. Please see the course description listed in the Course Descriptions section of this catalog or speak with an academic advisor.

INTERNATIONAL STUDENTS

Applicants to Degree Programs

Palm Beach Community College is authorized under United States Federal Law, Section 101(a)(15)(F), to enroll non-immigrant alien students. The College welcomes students from other countries who meet the standard admissions requirements in addition to the following:

1. The international applicant should start the admission process at the earliest possible date prior to the beginning of any College term. Three months lead-time is recommended to ensure enrollment as requested. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at PBCC. Applications from international students will be accepted only for the fall and spring 16-week terms (August and January) and the summer 12-week semester (May). Please be aware that all admission documents must be received by July 18, 2003 for the Fall 2003 term; November 17, 2003 for the Spring 2004 term; April 9, 2004 for the Summer 2004 term. For more information, please contact the Office of International Admissions and Recruitment at 561-868-3029.
2. Documents written in a foreign language may be required to be accompanied by certified English translations. Satisfactory academic and conduct records from comparable secondary or higher-level educational institution attended must be submitted. Records must show the equivalent to at least United States high school graduation as determined by the Registrar's Office. University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company. (Information on accredited companies is available in the Registrar's Office.)
3. International students whose native language is not English must present evidence of proficiency in speaking, writing and understanding of the English language by submitting a score of 450 or higher on the Test of English as a Foreign Language (TOEFL) or 133 or higher on the computerized TOEFL. The TOEFL is administered by the Education Testing Service (ETS), Princeton, New Jersey 08451, USA www.toefl.org. The applicant must assume responsibility for making

arrangements directly with ETS to take the examination and must request the results be sent to the Office of International Admissions and Recruitment at PBCC (PBCC TOEFL Code is #5531). A score of 60 or higher on the Michigan English Language Assessment Battery (MELAB) or a score of 110 on the Comprehensive English Language Test (CELT) will be accepted in lieu of the TOEFL. PBCC administers the CELT through its Testing Centers. When the CELT is given, students will also take PhonePass, a computer and telephone test of English speaking and listening skills, which is used to determine the correct placement in the two Speaking and Listening course levels. The PhonePass score for Level I is 2-5, and the score for Level II is 5.1-6.4. The CELT may be taken once every 30 days.

4. International applicants are required to provide a notarized affidavit of financial support. They must show that they have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending Palm Beach Community College. Proof of the availability of funds (i.e., bank statements) to cover the expenses for the first year of enrollment is required. Funds must be available prior to the time international students register for each semester. No federal financial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.
5. International applicants transferring from any post-secondary institution must have at least a 2.0 GPA, be in status with immigration and be in good standing (i.e., eligible to continue at or return to their present institution). All transcripts from post-secondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency. Agency information is available in the Office of the Registrar or International Admissions. The registrar must receive all international students' transcripts and commercial evaluations before their first term of enrollment will be permitted.
6. Health and accident insurance is required of all international students and can be provided through the Office of International Admissions and Recruitment.
7. It is the student's responsibility to comply with all non-immigrant alien requirements as stated in the United States laws under Section 101(a)(15)(F) of the Immigration and Nationality Act.

The following conditions apply:

- a. All international students must be classified as degree-seeking students and maintain full-time academic status (12 semester hours) in the fall and spring terms. In addition, students admitted in the summer must be enrolled full time during their initial term of enrollment.

- b. International students are expected to complete the two-year program in two years and maintain at least a 2.0 GPA.
- c. International students must keep a current passport that is valid for at least six months in the future.
- d. International students must have their travel documents reviewed by the international student advisor before leaving the USA.
- e. Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the United States Immigration and Naturalization Service (INS).

International applicants will be notified by the Office of International Admissions and Recruitment of their acceptance to PBCC and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student visa at the United States Embassy or Consular Office, or for the Change of Status with the Immigration and Naturalization Service (INS).

Applicants to Certificate Programs

Prospective international (M-1) students should start the admission process at the earliest possible date prior to the beginning of any college semester. A three-month lead-time is recommended to ensure enrollment as requested. Applications from international (M-1) students will be accepted only in the following programs: Accounting Operations, Administrative Assistant, Medical Secretary and Computer Specialist Services (this list subject to change). For deadline dates, please contact the Office of International Admissions and Recruitment (561-868-3029).

Before admission to Palm Beach Community College, international (M-1) students must submit the following documents to the Office of International Admissions and Recruitment, Palm Beach Community College, 4200 Congress Avenue, Lake Worth, Florida 33461, U.S.A.:

- A Palm Beach Community College Post Secondary Adult Vocational (PSAV) Application.
- Proof of English proficiency, if English is not the native language. A score of 450 on the Test of English as a Second Language (TOEFL) or 133 on the computerized TOEFL version; a score of 60 on the Michigan English Language Assessment Battery (MELAB) or 110 on the Comprehensive English Language Test (CELT) will be accepted in lieu of the TOEFL. PBCC administers the CELT through its Testing Centers.
- Evidence of their financial ability to pay for their living and educational expenses while attending Palm Beach Community College. Applicants must submit proof of the availability of funds (i.e., bank statements) to cover living and education expenses for the entire duration of the selected programs. No federal finan-

cial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.

Upon arrival, or if student is already in the United States, the following must be provided:

- Copy of visa stamp and I-94 (front and back)
- International Student Transfer Form and copy of previous I-20 (for students transferring from INS approved schools).
- International applicants will be notified by the Office of International Admissions and Recruitment of their acceptance to PBCC and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student M-1 visa at the United States Embassy or Consular Office, or for the Change of Status with the Immigration and Naturalization Service (INS).

Before an international (M-1) student can enroll in classes, the following steps have to be taken:

- Take the Test of Adult Basic Education (TABE).
- Provide proof of health and accident insurance to the PBCC Office of International Admissions and Recruitment.

READMITTED STUDENTS

A student who wishes to return to Palm Beach Community College for classes after an absence of 12 months or more should:

- Complete a new application for admission from the Registrar's Office, or apply online at www.pbcc.edu.
- Send for additional forms or transcripts, if seeking degree or if necessary to satisfy prerequisites, to update admission records. Transcripts should be received before registration, but must be received within one term or the student may not register for subsequent terms.
- Update placement (FCELPT, ACT-E or SAT I) if necessary. Test scores are only valid for two years from the date the test was taken.

TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned. In accordance with Florida statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs or for campus disruption.

Degree-seeking credit students who transfer from other colleges or universities must request that official transcripts be sent directly to the Registrar's Office from each

college or university attended. Out-of-country transcripts must be commercially evaluated. All transcripts must be received within one term or no registration will be allowed for subsequent terms. It is important for students to have transcripts sent as early as possible to allow evaluations to be completed before registration.

Palm Beach Community College accepts on transfer only those courses completed at other regionally accredited* institutions with grades of D or higher. All courses on the transcript are considered in calculating grade point average for student standing and for meeting graduation requirements. Plus (+) and minus (-) designations will be removed from all transfer courses. Grades of D cannot be used to satisfy any General Education requirements.

**A student or institution may appeal the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit.*

Correspondence Courses

Correspondence course transfer credit may be accepted, provided:

- The course was administered by a regionally accredited institution.*
- The minimum grade D was earned.
- The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

**A student or institution may appeal the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit.*

TRANSIENT STUDENTS

Students currently attending other colleges or universities who plan to enroll at Palm Beach Community College and transfer their credit back to their home institution must complete a Palm Beach Community College application form or, if they have previously been students at PBCC, update their records. An official college transcript or a Letter of Good Standing must be electronically transmitted through FACTS (www.FACTS.org) or mailed directly to the Registrar's Office. If the student wishes to continue attendance at Palm Beach Community College, he/she must complete admission requirements. Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Community College. International students must also submit a written authorization from the international student office of their home institution.

Credit for Prior Learning

College credit may be awarded for prior learning opportunities and/or acceptable scores through Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB). Students may not receive credit by examination for courses in areas where they have received college credit for more advanced work. CLEP, AP, or IB credits may not be applied toward grade forgiveness.

Students with official transcripts of credit earned outside a regionally accredited classroom, issued directly to the college from the program in question, may be awarded up to a maximum of 45 semester hours of credit (30 semester hours for IB).

ADVANCED PLACEMENT (AP)

Palm Beach Community College grants college credit to a student who presents a score of 3, 4 or 5 on one or more of the advanced placement program examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college.

AP credit granted by Palm Beach Community College may be transferable to participating Florida institutions of higher education. It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit. PBCC follows the guidelines in Florida State Board Rule 6A-10.024(8) for awarding AP credits.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Due to state statute revision, students admitted to PBCC for Fall 2002 and beyond, or currently enrolled students who send previously unevaluated CLEP scores after June 30, 2002, may receive General Education Gordon Rule writing credit. Previously received scores are not eligible for Gordon Rule writing course credit.

It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit. PBCC follows the guidelines set by the Articulation Coordinating Committee (ACC) in Florida State Board Rule 6A-10.024(7) for awarding CLEP credits.

DEPARTMENTAL AND SPECIAL COURSE CHALLENGE EXAMINATIONS

Students who have been admitted to the College may take, when available, special credit course "challenge" examinations. Any credit earned will be reported to the student and placed on his/her transcript. Institutional challenge exams may not be taken more than once.

INTERNATIONAL BACCALAUREATE (IB)

PBCC grants college credit, up to a maximum of 30 credit hours, to a student who has received a diploma from the International Baccalaureate program for higher-level and subsidiary-level subjects with scores of 4 or above. For those students who have the IB Certificate only, college credit will be awarded for higher-level subjects with scores of 5 or above. PBCC follows the guidelines in Florida State Board Rule 6A-10.024(9) for awarding IB credits.

EXPERIENTIAL LEARNING

The experiential learning assessment process is designed to recognize the academic value of learning through experiences including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study.

Assessment

Assessment involves the following:

- Written or performance tests
- Preparation of a portfolio describing learning and how it was acquired
- Evaluation of certificates and licenses
- Interviews with faculty members
- Review of external agency recommendations

The program area responsible for the courses for which credit is requested determines the method of assessment and the amount of credit awarded.

Not all courses are assessable*. Courses being assessed must be offered as a requirement or an elective in an A.S. or A.A.S. degree or vocational credit certificate program at PBCC.

**General education and A.A. courses are not assessable.*

Process

After being admitted to the College and selecting a program with the help of a counselor or advisor, the student must:

1. Consult with the department, program manager or designated program faculty to determine requirements for assessment and fees required.
2. Discuss student responsibilities in the assessment process, including:
 - Meeting with an instructor for an oral or written exam
 - Preparing for a written exam by reviewing textbooks
 - Arranging for an instructor to interview an employer as well as a worksite visit
 - Presenting certificates and licenses for authentication
 - Developing a portfolio of experience
3. Apply for assessment on forms available from the department.
4. Pay necessary fees (minimum fee \$15 per course) for assessment. It is possible that academic credit will not be awarded as requested, but the cost of assessment remains the same.

Award of Credit

Depending on the amount of credit requested and the methods of assessment required, the assessment process time may vary. When the process is completed, the results are forwarded to the dean of workforce development for final review and verification. The dean will request that the registrar post any awarded credits to the transcript. Credits awarded are held in escrow until the student satisfactorily completes 25% of program coursework (15 credits - A.A.) at PBCC. Experiential credit may not be used to meet the residency requirement of 25% of program course work required at PBCC for graduation.

MILITARY SERVICE CREDITS

PBCC grants credit for the United States Armed Forces Institute (USAFI) and College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level GED tests. However, students may use the USAFI high school certification or GED for admission to the College. PBCC is a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences. The College follows the guidelines in Florida State Board Rule 6A-10.024(12) for awarding credit for Defense Activity of Non Traditional Educational Support (DANTES) exams. See the international student coordinator at the Lake Worth campus for evaluation information.

Placement Testing**REQUIREMENTS FOR CREDIT COURSES AND PROGRAMS**

All degree-seeking students, and non-degree seeking students wishing to take Gordon Rule writing and mathematics courses, who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (FCELPT), ACT-E, or SAT I before registration. (If ACT-E or SAT I scores do not meet the state-designated minimums, students must retest or take the FCELPT for placement.) Test scores are only valid for two years from the date the test was taken. Students who have not yet taken one of the placement tests listed above should contact the Testing Center on the campus where registering.

As shown on Table 2-1, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses. Students placed into the college preparatory program will be allowed three attempts to complete each subject area. Students identified as English as a Second Language (ESL) students may be required to take "English for Academic Purposes (EAP)" courses.

Advisors will use this information for placement of a student in mathematics, English, reading, and Gordon Rule writing classes.

ALL STUDENTS WHO TEST INTO COLLEGE PREPARATORY COURSES ARE STRONGLY ENCOURAGED TO READ THE COLLEGE PREPARATORY COURSE REQUIREMENT SECTION LISTED IN THE ACADEMIC POLICIES SECTION OF THIS CATALOG.

- Students required to take the FCELPT must bear the cost of the test.
- The Florida Commissioner of Education and the State Board of Education determine the entry-level test cutoff scores. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
- Cutoff scores for placement in mathematics, English and reading courses shall be those given in Table 2-1.
- Students may register for a course lower than indicated by test scores but not in a higher one.
- Students who test into the college preparatory program shall begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed. Students who test into college preparatory English or reading cannot enroll in any Gordon Rule writing course until the preparatory course(s) in the respective areas have been successfully completed. Those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite.
- Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop. Students must wait 30 days before retesting in a subject area.

Note: Students may find a list in the Testing Centers of tutorial services that assist students with the FCELPT. These services are provided as an alternative remedial option to traditional courses; however, upon completion, students still must score satisfactorily on the FCELPT in order to place out of college preparatory courses.

PLACEMENT TEST SCORES

Table 2-1

STUDENTS WHO TEST INTO ENGLISH OR READING PREP ARE REQUIRED TO ENROLL IN SLS 1501 (STRATEGIES FOR SUCCESS)

| ESL PREP COURSES English as a Second Language | FCELPT Florida College Entry Level Placement Test | COLLEGE PREP COURSES | FCELPT Florida College Entry Level Placement Test |
|--|---|------------------------------------|---|
| EAP 0420 - Intermediate Reading [‡] | 0-54 (RC) | REA 0001 - College Prep Reading I | 0-60 (RC) |
| EAP 1520 - High-Intermediate Reading | 55-68 (RC) | REA 0010 - College Prep Reading II | 61-82 (RC) |
| EAP 1620 - Advanced Reading | 69-82 (RC) | ENC 0001 - College Prep English I | 0-60 (SS) |
| EAP 0484 - Intermediate English [‡] | 0-54 (SS) | ENC 0010 - College Prep English II | 61-82 (SS) |
| EAP 1584 - High-Intermediate English | 55-68 (SS) | MAT 0012 - Basic Algebra I | 0-32 (EA) |
| EAP 1684 - Advanced English | 69-82 (SS) | MAT 0020 - Basic Algebra II | 33-71 (EA) |
| EAP 0400 - Speaking & Listening Level 1 [‡] | 2.0 - 5.0 (Phone Pass) | | |
| EAP 1500 - Speaking & Listening Level 2 | 5.1 - 6.4 (Phone Pass) | | |

[‡]Students required to prove English proficiency may be placed into the EAP Foundation Program.

NOTE: EAP placement scores subject to revision. Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESOL preparatory courses.

| COLLEGE LEVEL ENGLISH | ACT ENHANCED Students below 17 must retest or take FCELPT | SAT I Students below 440 must retest or take FCELPT | FCELPT Florida College Entry Level Placement Test |
|----------------------------------|---|---|---|
| ENC 1101 - College Composition I | 17 & above (English/Reading) | 440 & above (Verbal) | 83 & above (both RC & SS) |
| ENC 1121 - Honors College Comp I | 27 & above (English) | N/A | 87 & above (both RC & SS) |

| COLLEGE LEVEL MATH | ACT ENHANCED | SAT I | FCELPT Florida College Entry Level Placement Test |
|--|---|--|---|
| MAT 1033 - Intermediate Algebra* | 19 & above (Math) or MAT 0020 | 440 & above (Math) or MAT 0020 | 72 & above (EA) or MAT 0020 |
| MAC 1105 - College Algebra** ■ MGF 1106 - Liberal Arts Math or MGF 1111 - Geometry MGF 1112 - Math Logic STA 1021 - Probability/Statistic or MGF 1107 - Finite Math or MTG 2203 - College Geometry or STA 2023 - Statistics** | 20 & above (Math) or "C" or above in MAT 1033 | 450 or above (Math) or "C" or above in MAT 1033 | 72 & above (EA) and 44 & above (CLM) or "C" or above in MAT 1033 |
| MAC 1114 - Trigonometry** or MAC 1140 - Precalculus** | 22 & above (Math) or "C" or above in MAC 1105 | 480 & above (Math) or "C" or above in MAC 1105 | 72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105 |
| MAC 2233 - Survey of Calculus** | 23 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred) | 510 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred) | 72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105 or MAC 1140 (preferred) |
| MAC 2311 - Calculus & Analytic Geometry I*** | 28 & above (Math) or "C" or above in MAC 1114 and MAC 1140 | 560 & above (Math) or "C" or above in MAC 1114 and MAC 1140 | 72 & above (EA) and 95 & above (CLM) or "C" or above in MAC 1114 and MAC 1140 |

* High School Algebra I
■ High School Algebra I & II

*** Both MAC 1114 and Mac 1140 are prerequisites for MAC 2311-Calculus and Analytic Geometry I. Successful completion of High School Trigonometry is acceptable in lieu of MAC 1114

REQUIREMENTS FOR VOCATIONAL (PSAV) PROGRAMS

Test of Adult Basic Education (TABE)

The TABE is a state requirement for students to receive a PSAV certificate in programs of more than 450 contact hours. Any student enrolling in these programs without TABE scores will be tested during the first six weeks of class. Students with an A.A. degree or higher, students who have successfully completed the College Level Academic Skills Test (CLAST), or students who have already met the minimum cut scores, within the past two years, on the ACT-E, FCELP or SAT I are exempt from the TABE exam. See Areas of Study Section for required TABE scores. Students must wait 30 days before retaking the TABE, unless they provide proof of successful remediation.

Note: Limited Access Programs follow procedures specific to those programs. Exemptions may not be available for all programs.

Residence Classification

A student's residence classification is determined at the time of admission to Palm Beach Community College. Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months; however, any residency classification changes would be in effect for the next term. To change to resident student, a Residency Request Form must be submitted, with accompanying supporting documentation of residency, to the Registrar's Office prior to the first class meeting.

IN-STATE RESIDENCY

A student is considered to be a resident for tuition purposes when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the state of Florida for at least 12 consecutive months preceding enrollment at Palm Beach Community College. Legal papers proving guardianship and other documentation must accompany the application, when applicable. Final residence determination will be based on state guidelines and will be determined by the registrar.

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions.

- Dependent children residing with a legal resident adult relative other than the parents for at least five years. Legal papers proving guardianship and copies of tax returns are required.
- Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.

- Persons who were enrolled as Florida residents for tuition purposes, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment.
- Active-duty members of the armed services of the United States residing or stationed in Florida (and spouse/dependent children), or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
- Full-time instructional and administrative personnel employed by Florida public schools, community colleges and institutions of higher education (and spouse/dependent children).
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must be enrolled full-time.
- Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
- Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program per S.240.551 (7)(a).
- A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of the state of Florida using the above guidelines, regardless of which parent claims the minor for tax purposes.

Note: The College will require documentation in support of the above exceptions.

OUT-OF-STATE RESIDENCY

Unless students (or, if dependents, their parent(s) or legal guardians) have had their place of bona fide permanent residence in the state of Florida for at least 12 months immediately preceding registration, and established certain legal ties to the state, they will be classified as out-of-state students.

RESIDENT ALIENS AND OTHERS

The law allows for non-U.S. citizens to be considered for Florida residency for tuition purposes if they are lawful permanent residents of the United States, asylees, parolees, or refugees who have applied for and been approved for such status. Students in these categories must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the state of Florida 12 months immediately preceding the first day of class.

Certain nonimmigrant visa categories are eligible to establish Florida residency for tuition purposes. Please see the Admissions Office for more information. F-1/M-1 visa students cannot be considered for in-state residency.

Students with Disabilities Substitution

Requests from eligible students with disabilities (as defined by State Board of Community Colleges Rule 6A-10.041) shall be considered for reasonable substitution with regard to admission and graduation requirements, provided that the inability to fulfill the requirement is due directly to the disability, that appropriate accommodations will result in success, and where the substitution will not constitute a fundamental alteration in the nature of the program.

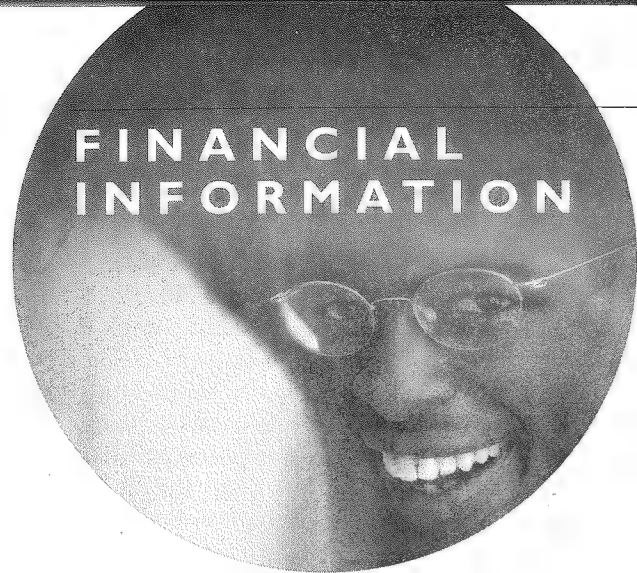
The Academic Substitution Committee (consisting of a student services administrator, academic affairs administrator, a disabilities services advisor and two other professional personnel) reviews substitution requests, identifies reasonable substitutions and makes substitution decisions on an individual basis.

Transfer Credit

Students may transfer credit from other institutions into PBCC; however, at least 25% (15 credit hours-A.A.) of the program or certificate credit must be earned at PBCC (excluding CLEP, credit by exam, or for prior learning). All courses received for transfer college credit must be evaluated and approved by the College Registrar's Office. The amount of credit allowed for a quarter, semester or term would not exceed the amount the student earned at the original institution. Plus (+) and minus (-) designations will be removed from all transfer courses. Quarter-hour credits will be converted to semester hours.

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. An institution or student may appeal the policy. Exceptions will be considered on a case-by-case basis. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College Registrar has the prerogative not to accept all or any part of the previously earned credit. Students with college credit from colleges outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies. (Information on these companies is available in the Registrar's Office).

Appeals for evaluations should be addressed to the campus registrar.



Financial Aid

www.pbcc.edu/financialaid

The mission of the Office of Financial Aid at Palm Beach Community College is to help students secure the resources necessary to pursue a post-secondary education, while striving to control excessive educational indebtedness at the community college level. The office is challenged to find a reasonable mix of family funds and student aid funds to assist with educational costs. To accomplish this mission, the Office of Financial Aid:

- Sets departmental goals that reflect and support the goals and mission of the institution
- Awards aid to students according to financial need, as determined by federal methodology
- Allows for flexibility in institutional policy to consider unusual circumstances, recognizing that each student's financial situation is unique
- Plays a proactive role for the purpose of providing an understanding of financial aid
- Provides information to ensure that the student understands his or her rights and responsibilities
- Offers guidance in financial and academic matters, especially as they relate to satisfactory academic progress
- Strives to serve students with sensitivity, courtesy and timeliness
- Facilitates student access and student success

Types of aid available at PBCC include grants, scholarships, work-study programs and student loans. Grants are awarded on the basis of financial need and do not have to be repaid. Scholarships do not have to be repaid and are awarded for various reasons including merit, talent and need. The work-study program allows students to earn money for their education through on-campus or community service jobs. Loans are available to parents and students and must be paid back according to the terms of the loan agreement. For detailed information on financial aid programs offered at PBCC, and how they are distributed, refer to the PantherAid publication available in the Financial Aid Office or online.

ALTERNATIVE LOANS

Palm Beach Community College does not participate in any Alternative Loan Programs.

FEDERAL STAFFORD LOAN PROGRAM

First-time borrowers with Palm Beach Community College under the subsidized Federal Stafford Loan and/or unsubsidized Federal Stafford Loan programs are required to complete an entrance interview before receiving their loan funds. A student must maintain at least six credit hours during the requested loan period to be eligible to receive funds from this program.

DISBURSEMENT OF FINANCIAL AID AWARDS

Disbursement of financial aid awards to students generally begins in September for the fall term, January for the spring term, and May for the summer term, provided the student has submitted all required information and meets all eligibility criteria, including the Standards of Academic Progress for Financial Aid Program Participation. Disbursements will continue throughout September 2004 for eligible students. If the total amount of the award for the term exceeds the cost of tuition, fees and books (if any) for the term, the student may receive a Financial Aid disbursement check of any remaining balance from the College Bursar's Office based on the funds that have been disbursed. Financial Aid checks are subject to the above disbursement schedule. Financial Aid awards are subject to change depending on the student's enrollment status at the time of disbursement. A student will not be paid for courses that are not in progress.

STUDY ABROAD

The law states that a financial-aid-eligible student participating in a study abroad program is eligible for student financial aid funds to cover the study abroad program, regardless of whether the program is required for the student's program at Palm Beach Community College. The study abroad program must be part of a written contractual agreement between Palm Beach Community College and the visiting institution, and the program must be accepted for credit by Palm Beach Community College.

EMERGENCY LOANS

Emergency loans are available on a limited basis to assist students facing unexpected short-term educational financial difficulties. Loans will be approved for documented financial emergencies at the discretion of the campus financial aid office. Students are limited to one emergency loan per semester up to a maximum of \$400. A two percent service charge will be collected upon repayment of the loan. Failure to repay the loan

according to the specified terms may prohibit the student from receiving subsequent emergency loans from PBCC. Emergency loans will not be granted as an advancement for a pending financial aid disbursement.

FINANCIAL AID APPLICATION

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for all financial aid and is available through the Financial Aid Office or online www.pbcc.edu or www.fafsa.ed.gov. The student needs to complete only one FAFSA per academic year. The student must follow all instructions carefully as filling out this form right the first time will speed up the financial aid process. Assistance with completing the FAFSA is provided by the Financial Aid Office on each campus. Students must fill out the FAFSA completely and mail it to the federal processor in the envelope provided. The Financial Aid Office will use the results of this application, called the Student Aid Report (SAR) to determine financial need and financial aid awards.

May 15, 2003, is the priority deadline for the complete SAR to be given priority in the awarding of any need-based scholarships, grants or on-campus employment for the 2003-2004 academic year. If the SAR is selected for verification, it is not considered complete. Any corrections to the initial application may change and/or delay award eligibility. No funds will be awarded until the Financial Aid Office has completed its review of the information and verified the application; therefore, applicants should submit all requested documentation as soon as possible.

Note: The Financial Aid Department retains the right to request any additional documentation deemed necessary to complete the review or verification of an application.

Student Responsibilities

- Students must reapply for financial aid every academic year. (The academic year begins in August.) Applications are available beginning in January for the upcoming academic year. Please see the student handbook for additional important dates and priority deadlines concerning financial aid.
- Students must have a high school diploma, GED, or be admitted to the College under the Ability to Benefit clause before any aid can be awarded. (In accordance with the Ability to Benefit clause, certificate seeking students in an approved program for financial aid that does not require a high school diploma or GED must pass level A of the TABE test before any financial aid can be awarded.)
- Students must be enrolled at PBCC as a degree-seeking or certificate-seeking student in an eligible program of study to receive a financial aid award.
- Students must keep their addresses updated. Students can change their information online at www.pbcc.edu

or contact the Admissions Office each time their address changes to avoid unnecessary delays in receiving checks and correspondence.

- Students must keep the Financial Aid Office updated on any changes to their academic schedule and/or enrollment status. Students who decide not to attend one or more classes will be liable for the tuition and fees unless they drop the course(s) prior to the end of the published add/drop period for that term.
- Students must notify the campus Financial Aid Office if they plan to enroll at more than one institution during the same semester.
- Students can receive funding from only one school at a time; however, students may be eligible to have their award amounts adjusted if they qualify for dual enrollment. See the campus Financial Aid Office for details.
- Students must meet the College's Standards of Academic Progress to be eligible to receive financial aid (see the Standards of Academic Progress section). Failure to meet these minimum standards will result in the suspension of the award(s).
- All transfer students must have all postsecondary transcripts evaluated by PBCC before there can be an offer of financial aid.

ENROLLMENT STATUS

For the purpose of awarding and adjusting financial aid, the following chart is used to determine enrollment status for financial aid recipients.

| Status | Credit Hours Required | Clock Hours* Required |
|---------------------|-----------------------|-----------------------|
| Full-time | 12 or more | 360 or more |
| Three-quarter-time | 9 to 11 | 270 to 330 |
| Half-time | 6 to 8 | 180 to 240 |
| Less than half-time | 1 to 5 | 30 to 150 |

*Vocational

FINANCIAL AID FOR STUDENTS WITH DISABILITIES

Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the College. There are no programs, however, through either the Financial Aid Office or Disability Support Services (DSS) Office that are specifically for students with disabilities. The DSS Office maintains a very limited list of specialized scholarships.

Students with documented disabilities may enroll in a less than full-time course load as an academic adjustment to accommodate their disabilities under the Americans with Disabilities Act of 1990 and the regulations accompanying Section 504 of the Rehabilitation Act of 1973. The nature of the disability must warrant the adjustment. A financial aid counselor can determine how a reduced course load will affect their financial aid.

Students should be aware that federal law requires the Federal Pell Grant funds be prorated based on the number of credits taken, and that the student financial aid budget will also be reduced accordingly. In addition, to participate in the federal Stafford Loan Program, or to have a previous loan deferred, the student must take at least six credits. Finally, as always, eligibility for financial aid depends upon satisfactory academic progress.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID PROGRAM PARTICIPATION

According to federal regulations, students participating in any federal financial aid programs offered through Palm Beach Community College will be subject to the following Standards of Academic Progress. These standards will also apply to state programs. Calculation under these standards will include all terms of enrollment, regardless of whether the student was a financial aid recipient. These standards were effective for all financial aid recipients as of Fall Term 1999.

Minimum Standards

To be considered as making satisfactory academic progress, the student must maintain the minimum cumulative GPA (as shown in Table 3-1) and a minimum 67% course completion rate (audits, failures, incompletes, repeats, and withdrawals are included as attempts).

All incomplete grades (grades of I) will be counted as failing grades (grades of F) until the Registrar's Office posts the final grade on the transcript.

Table 3-1

Required Minimum Standards:

| Cumulative Hours Attempted | Cumulative GPA |
|----------------------------|--|
| 1 - 14 | 1.4 |
| 15 - 27 | 1.6 |
| 28 - 45 | 1.8 |
| 46 - 90 | 2.0 |
| 91 and above | may no longer be eligible to receive Financial Aid |

Students are also required to have a minimum 67% course completion rate.

Federal regulations require that students complete their programs in a period no longer than 150% of the published program length. Students seeking the A.A. degree will be eligible to participate in the financial aid programs offered at PBCC until they have attempted 90 credit hours. Student seeking A.A.S. and A.S. degrees and approved vocational certificates also will be eligible until they have attempted 150% of the number of credit hours needed for their program as published in this catalog. All credits that appear on the student's transcript will be counted as cumulative hours attempted regardless of the grade received including transfer cred-

its, CLEP hours and repeated courses, and certain ESL courses if designated as credit courses by the transferring institution.

College Prep course work will not be included when applying these standards. However, the student is eligible to receive financial aid for a maximum of 30 college prep hours.

These standards will be assessed at the end of fall and spring terms (summer enrollment will be calculated at the end of fall terms). Students who fail to meet the minimum standards will be suspended from all federal and state financial aid program participation until they have earned the appropriate GPA and have achieved the required minimum completion rate. Students who exceed the maximum time frame will be terminated from all federal and state financial aid program participation at PBCC.

A student who is placed on financial aid suspension or termination will not be eligible to receive any federal or state funding, including student loans. Students who are suspended must pay for their own classes until they have earned the minimum required GPA and hours. Students will not be reimbursed for the courses taken while on suspension.

Appeals

Students may appeal suspension or termination status based on the following mitigating circumstances:

- Death in the family affecting the student's academic performance
- Illness of the student or immediate family member having direct effect upon the student's academic record
- Other extraordinary circumstances determined acceptable by the Financial Aid Office

These students must complete a Financial Aid Suspension/Termination Appeal Request form and submit it to their campus Financial Aid Office. If denied, the student may pursue further review by the Financial Aid Committee. Upon approval of a suspension appeal, the student's financial aid eligibility will be reinstated for the current term, during which he or she must achieve the minimum standards. Upon approval of a termination appeal, the student must maintain a minimum 2.0 GPA and earn all credit hours attempted.

POLICY FOR WITHDRAWALS

Students who withdraw from the College (all courses in a given term) and are receiving financial aid will be subject to the Repayment of Title IV Funds Policy and may have to return funds. (See the following section.) In addition, withdrawals affect the qualitative measure of progress and the time frame for degree completion listed above.

REPAYMENT OF TITLE IV FUNDS

The amount of Title IV aid a student must repay is determined via the Federal Formula for Returns of Title IV Funds, as specified in Section 484B of the Higher Education Act. This act also specifies the order of return of the Title IV funds to the programs from which they were awarded. A copy of the complete policy is available in the Financial Aid Office.

STUDENTS IN DEFAULT ON TITLE IV LOANS

Students in default will not be able to register for classes. In the case of lifting a default hold to allow a student to register at the College, the student must prove that he or she has made a good faith effort to repay the loan or provide evidence that it is in the best interest of the College, student and lender for the student to be allowed to continue at the College. The college will release academic transcripts for students with defaulted loans in accordance with Florida Statute 240.465 (5).

TRANSFER STUDENTS

Any student who transfers to PBCC from any other school beyond high school must provide official transcripts from all other schools attended. The transcripts must be evaluated by PBCC before there can be an offer of financial aid.

VETERANS AFFAIRS (VA)

The College is state approved for veterans training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply through the veterans' department of the Financial Aid Office.

Upon enrollment, veterans and their dependents are required to pay all regular fees and charges. Pre-certified Chapter 31 students (disabled veterans under vocational rehabilitation) are the exception since vocational rehabilitation pays their tuition and fees. Eligible veterans and their dependents (Chapter 30, 1606 and 35) may receive one deferment per academic year to pay his/her fees by completing the appropriate forms in the veterans' department of the Financial Aid Office. Veterans who choose to defer their fees and fail to pay by the due date will be treated like other students who fail to pay fees. Upon certification by the College and Veterans Administration, an educational allowance is paid monthly to the student for training time computed as follows in Table 3-2. PBCC does not process VA advance payments.

Table 3-2

Veterans Affairs Allowance

| Time | Regular Term | Six-Week Session |
|-----------|------------------|------------------|
| Full | 12 hours or more | 4 hours or more |
| 3/4 | 9-11 hours | 3 hours |
| 1/2 | 6-8 hours | 2 hours |
| Fees Only | 1-5 hours | 1 hour |

Students who are eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the 10th of each month.

Table 3-3

Standards of Progress For Veteran Students

| Semester Hours Attempted | GPA |
|--------------------------|-----|
| 1 - 14 | 1.4 |
| 15 - 27 | 1.6 |
| 28 - 45 | 1.8 |
| 46 and over | 2.0 |

Standards of Progress for Veteran Students

Palm Beach Community College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration regulations:

- Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records must show continuous pursuit of a degree and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.
- Complete academic records are maintained on previous college-level academic training, and these records indicate the amount of credit accepted that proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.
- Students receiving VA benefits should note that excessive absences would result in termination of benefits. A veteran or other eligible student will be subject to the attendance criteria covered in this catalog. PSAV students with absences totaling more than the equivalent of 10 percent of the total hours for the enrollment period will result in the student being terminated from receipt of VA benefits due to unsatisfactory attendance.

- Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their grade point average is below that indicated in Table 3-3. PSAV students who fail to maintain satisfactory progress are not permitted to continue enrollment in the program and would not, therefore, be certified as eligible to receive benefits.
- If the appropriate GPA has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status is also sent when a student withdraws during a term or changes status.
- Unsatisfactory progress will be reported when a student accumulates punitive grades (Fs) equivalent to more than the minimum number of credit hours considered to be full time (12).
- PSAV students are expected to complete a program within the number of training hours approved by the State Approving Agency for Veterans Training. Likewise, the state requirement for mastery of Basic Skills must be met for the particular program. If at any point it is determined that a student cannot successfully complete the program within the approved number of hours, the student's VA benefits will be terminated because of unsatisfactory progress.
- PSAV students, at the end of any evaluation period, who have not attained and maintained satisfactory progress (70 percent or above on written exams and passing or above on all skills and technical requirements) will be placed on academic probation for the next evaluation period. Should the student not attain and maintain satisfactory progress by the end of the probationary period (one evaluation period), the student's VA benefits will be terminated due to unsatisfactory progress.

Note: It is the responsibility of the veteran to advise the Veterans Affairs Office of any changes in status, i.e., address, withdrawal from class, etc. A certifying official for Veterans Affairs is located in each Financial Aid Office.

Fees and Payment

CLASS TUITION AND FEES

The Board of Trustees establishes tuition annually. In addition, special fees are associated with some classes. Tuition and fees are listed in the Course Schedule each term or online at www.pbcc.edu. Non-Florida residents pay higher fees.

All fees are due at the time of registration and must be received by their payment due date. Students may pay using several options:

- By Web on PantherWeb at www.pbcc.edu (Click "PantherWeb"). Please note that the system may be down for periodic system maintenance.
- By drop box located at each PBCC location
- In person at the Cashier's Office

No registration will be completed until all matriculation fees, tuition fees and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check, he/she will be required to pay all future fees by cash, money order, or certified check. It is suggested that each student bring two checks to registration: one for registration and one for the purchase of books and supplies. All fees are subject to change by action of the Florida Legislature and the PBCC District Board of Trustees.

Senior Citizen Reduced Tuition

Senior citizens 60 years of age or older may register each fall (16-week), spring (16-week) or summer (12 week) term for a maximum of two credit courses per term on the day after the final day of the regularly scheduled add/drop period, on a space-available basis if all prerequisites have been met. There is a fee payment of \$10 per credit hour, regardless of Florida residency status. The one-time application fee and a per term registration fee applies. The student activity fee, financial aid fee and capital outlay fee will not be charged.

Senior citizens will be expected to pay the one-time application fee and all regularly assessed special fees and registration fees for any courses in which they enroll.

State Employee Fee Waivers

State employees wishing to use the state employee fee waiver must get the appropriate form from their employer. Students may register only on the day after add/drop has ended on a space-available basis.

APPLICATION AND REGISTRATION FEES

A non-refundable fee is charged for processing applications, and a one-time fee is charged each term for registration. Some limited access programs charge an additional application fee.

DELINQUENT AND UNPAID ACCOUNTS

A fee of \$20 or five percent of the check, whichever is greater, is charged for returned checks. Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the specified time, the Registrar's Office will withdraw the student and have all academic records frozen until the account is cleared.

Unpaid student accounts will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

EXAMINATION FEES

Variable fees are charged for some exams such as make-up exams. Students wishing to appeal these fees should contact the Testing Center coordinator at each location.

INDIVIDUAL PROGRAM COSTS

In some programs, students must purchase approved uniforms and/or special kits as required. Individual program costs vary.

LIBRARY FEES

If a book is lost, the student must pay the acquisition price of that book. For an overdue book, a penalty per school day, excluding weekends, will be charged. Students will be charged up to the acquisition price of the book.

SPECIAL FEES

Special fees are assessed in addition to the basic fee schedule.

Liability Insurance Fee

A Student Insurance Fee is required in certain courses where the student is providing a service to the public and is payable once per academic year.

Short Course, Noncredit

Fees to cover the cost of instruction and materials for short courses, noncredit courses and workshops will be announced for each course offering. No refunds of \$10 or less will be made for workshops except for cancellations.

Television Courses

All courses offered via television have a special fee.

STUDENT FEE AUDIT

The College staff will conduct an audit of all fees collected at the close of each registration. In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Over-collection of fees will be refunded.

TEST FEES

Test fees are posted at the Testing Centers and on the PBCC Web site. All fees are subject to change. All test fees are based on a per-day charge. Students taking the

Comprehensive English Language Test (CELT), the Florida College Entry Level Placement Test (FCELP), the College Level Academic Skills Test (CLAST), or the Test of Adult Basic Education (TABE) must wait 30 days between retakes (TABE can be retaken in fewer than 30 days with proof of successful remediation).

Parking

DECALS

All licensed vehicles, other than visitors, are required to have a parking decal or permit. Annual decals expire at the end of each summer term.

Parking decals should be obtained at the Lake Worth or Palm Beach Gardens Security Office, the Boca Raton Cashier Office or Belle Glade Bookstore.

Parking permits are required for Workforce Development students as follows:

(a) Less than seven weeks or workshops require a dashboard permit to be issued free of charge.

(b) Students attending classes for terms lasting seven weeks or more are required to purchase a parking decal.

PBCC in Boca Raton is located on the campus of Florida Atlantic University; therefore, FAU parking rules apply. Detailed information is provided upon purchase of a decal at the Boca Raton Cashier's Office.

CITATION APPEALS

Security officers can provide instructions on filing an appeal for citations.

Refunds

The refund schedule for major sessions is based on the dates listed in the registration calendar that appears in the front of the catalog and in the student handbook. Please check with the Registrar's Office for dates for non-listed sessions.

Any student who officially withdraws from college or reduces his/her course load prior to the end of the published add/drop period is automatically eligible for a full refund of refundable fees after the session add/drop period has ended. Refunds will be issued within four weeks after the session add/drop period has ended. No grade is recorded on the student's transcript.

The appropriate account is automatically refunded on a pro-rata basis in those cases where a first time-at-the-college Title IV financial aid student withdraws from all credit classes after the end of the published add/drop period but not beyond 60 percent of the term. A grade of W is recorded on the student's transcript and will not affect the student's GPA.

A student who has to withdraw or is dropped from a class due to a PBCC error, change, or other PBCC action, after the published add/drop period, shall be refunded 100 percent of refundable fees upon the approval of the student's refund request. No grade or attempt is recorded on the student's record.

No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the student's control. Refunds may be granted for up to 60 percent of the term under these circumstances and will be computed on a pro-rata basis. A grade of W will be recorded on the student's transcript and will not affect the student's GPA.

REQUIRED DOCUMENTATION

Supporting documentation **MUST** accompany refund requests based on a PBCC action or personal emergency. The following documentation is required:

- Death of Immediate Family Member - documentation of the death and the student's relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.
- College Change or Error - a letter from the appropriate College official documenting the situation in which the College was in error or initiated an action that caused the student to have to withdraw.
- Employment - a letter on company stationery indicating that the student's employer changed his/her work schedule (listing old and new work schedule) and that this change prevents the student from completing the term.
- Medical - a letter from the student's physician or health care agency specifically indicating an illness of such severity or duration that the student cannot continue in a course(s). The letter must include dates of the illness and treatment.

PROCESS

The refund-request process takes approximately four weeks. If the student is no longer attending, it is the student's responsibility to withdraw from the course(s). Submitting a refund form does not officially withdraw a student from a class or the College.

Decisions will be based on the documentation provided. Students will be notified in writing of the Refund Appeals Committee's decision. If approved, a refund check will be mailed from the refund office to the address listed on the Registrar's Office computer record, or the student's financial aid account will be credited.

Refund requests received after the last day of the academic term of the request will not be considered except in cases of extreme circumstances or College error as determined by the Refund Appeals Committee.

REFUND EXCEPTIONS

Music, Special Fees

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

Physical Education, Special Fees

Some of these fees are held in trust for the vendor, and a 100 percent refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

Tax Credits

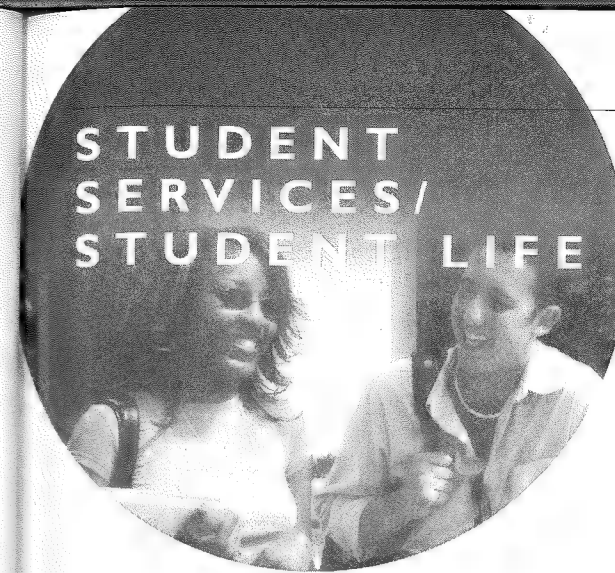
HOPE SCHOLARSHIP

Under the provisions of the 1997 Taxpayer Relief Act, the "HOPE Scholarship" was established for education-related expenses paid after January 1, 1998. The tax credit applied to a student's first two years of college and eligibility is based on a family's income level. There are also tax credits for lifelong learning and some student loans' interest. For further information on educational tax credits, please contact a tax advisor or the Internal Revenue Service.

COLLECTION OF STUDENT SOCIAL SECURITY NUMBERS

Federal legislation relating to the Hope Tax Credit (Federal Registrar, June 16, 2000) requires that all postsecondary institutions report student Social Security numbers (SSNs) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student in the amount of \$50. Refusal to disclose the SSN also may affect a student's ability to receive financial aid and transfer coursework.

STUDENT SERVICES/ STUDENT LIFE



Palm Beach Community College strives to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. Student Services works in partnership with Academic Affairs and other components of the College in developing programs and activities to meet this end. Various student services are available on each campus, with the vice president of student services giving College-wide leadership and direction in this area.

One condition of enrollment at the College is that the student follows the Student Code of Conduct, as listed in the student handbook. The vice president of student services, College registrar, and campus provosts, with the assistance of the deans of student services and other college personnel, are responsible for interpreting and enforcing school policies, rules and regulations that apply to students.

Academic Advisement

At the Lake Worth location, associate in arts (A.A.) and post secondary adult vocational (PSAV) students are advised by Student Services academic advisors. Associate in applied science (A.A.S.) and associate in science (A.S.) students are advised by program advisors. At other college locations, Student Services counselors, advisors and program managers advise students in all programs. Students should maintain contact with academic advisors to be certain they are taking the courses necessary to complete a program, graduate, or transfer to their preferred university. Students assume ultimate responsibility for course selection.

Career Planning & Employment Services

Career services are available at each location, where students can visit for an introduction and orientation to career resources. These resources include career counseling and advisement, computerized career guidance programs, career assessment inventories, and a career

library documenting current trends in employment markets. Students receive personalized information about their interests, abilities and values relating to occupations and educational programs.

Employment services are available to students and graduates including job search strategies, interviewing and resume writing assistance. Employment counseling, workshops, audio-visual materials and printed resources are used to develop effective job search techniques. Students can identify part-time and full-time employment opportunities through the PBCC Online Career Office Program, on-campus recruiting and job fairs. Resumes can be posted online so employers can search for students meeting their employment needs.

Credit classes in career development and job searching are available to students:

- SLS 1300- Career Self-Assessment- 1 credit
- SLS 1301- Career Development- 3 credits
- SLS 1302- Career Information and Decision Making- 1 credit
- SLS 1303- Job Search- 1 credit

Centers can be accessed at www.pbcc.edu/career. Enrollment in the PBCC On-line Career Office program gives students access to the virtual career center 24 hours a day. This online career service contains thousands of resources to assist students in career exploration, locating employment opportunities, and talking with local mentors in various careers through the Career Consultants Network. Students seeking individual assistance with career planning or job searching are encouraged to make an appointment with a career specialist at the location of their choice.

ELIGIBILITY TO USE THE CAREER CENTERS

To use Career Center services, persons must meet one of the following criteria:

- Currently enrolled students in degree programs, certificate/PSAV programs, credit classes, noncredit professional development courses (i.e., insurance, real estate, security guard) and Crossroads program students.
- Graduates of PBCC programs.
- Prospective student* with applications and the appropriate test scores (FCELPT or TABE) on file.

Note: Transfer students with appropriate test scores on file from previous institutions must pay the application fee in order to establish their eligibility.

** If a prospective student does not enroll in the next upcoming term or session, the Community Career Center fee will be required.*

SERVICES FOR NON-PBCC STUDENTS

Non-PBCC students have two options to be eligible to use the Centers:

1. Complete an Application for Admission and pay the \$20 application fee.
2. Enroll in the Community Career Center program and pay \$20 fee (may not be available at all campuses).

Use of resources in the Center is allowed for the term or session in which the person enrolls with one orientation/tour and one consultation with a counselor/advisor.

Disability Support Services

Palm Beach Community College is committed to providing full access to all programs, services and facilities for qualified individuals with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990. Services and accommodations are not automatic. It is the responsibility of the student or prospective student to notify the Disability Support Services (DSS) Office at his/her individual campus of the need for modifications and to provide appropriate written verification by a qualified professional in support of the disability claim. Services cannot be authorized until the documentation has been verified and the student has officially registered with the DSS Office. This voluntary self-declaration procedure is independent from the admissions process itself, and all disability records are treated as confidential and kept separately in the DSS Office.

Students with disabilities are, therefore, encouraged to meet with the disability service representative at their campus before registration. This advisor will assist with course selection and accommodation needs and also will coordinate other campus resources to best meet the educational needs of students with disabilities.

Health Information**ACCIDENTS AND ILLNESS**

Report all accidents to a College official immediately. In case of injury or illness, seek competent first aid immediately. Call the campus security or the Office of Student Services or, if the situation warrants, call first for paramedic emergency assistance by dialing 911.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The underlying pathology of AIDS is a breakdown of the body's immune system. The greatest risk of becoming infected lies in the sharing of intravenous needles and syringes or exposure through intimate contact with someone who is HIV positive or has AIDS. There is no evidence that AIDS can be spread by casual contact. For further information about AIDS and how to safeguard yourself against this fatal disease, contact a Student Services counselor.

AIDS POLICY

The College will allow students with AIDS, AIDS Related Complex (ARC) or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct threat to other students, employees or the public.

If it is determined that a student who has AIDS, ARC or has tested HIV positive appears to pose a threat to other persons, the condition will be reviewed by a College committee consisting of the vice president of student services; two College employees in the health care field; and one other administrator, counselor or faculty member appointed by the President. The committee will review the facts and recommend to the President whether or not action should be taken. The committee will consider "reasonable accommodation" if it is determined that some type of action is required.

The committee will take reasonable measures to safeguard the confidentiality of medical records or other information it has obtained.

The student handbook provides information related to AIDS education and specifies where additional AIDS education may be obtained.

HEPATITIS B

Hepatitis B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause lifelong infection that leads to cirrhosis (scarring) of the liver, liver cancer or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. Each year, about 200,000 people are infected with the virus, and 5,000 die.

MEASLES IMMUNIZATION

It is strongly recommended that all students under the age of 35 years who have not had measles (rubella) or who were immunized for this disease before 1965 obtain measles immunization prior to attending college. Certain Limited Access Programs require documentation of immunization. Refer to specific program information in the Areas of Study section. Immunization can be obtained in the Belle Glade, Delray Beach, Lake Worth, Riviera Beach, and West Palm Beach health department clinics.

MENINGITIS

Meningitis is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu, and the highest incidence of meningitis occurs during late winter and early spring (flu season). When not fatal, bacterial meningitis can lead to permanent disabilities such as hearing loss, brain damage or loss of limbs.

Insurance

The College assumes no responsibility if an accident occurs. Students are encouraged to secure adequate insurance to cover any medical expenses they might incur. Student health insurance forms may be picked up from the advisement department. The College acts only as the dissemination point for these brochures. All arrangements for payment and claims are made between the student and the insurance carrier. Insurance is mandatory for all students on an F-1/M-1 visa. Contact the International Student Office for more information. Students in certain programs may also be required to secure insurance. Refer to the specific program information in the Areas of Study section.

Lost and Found

Recovered lost articles may be claimed in the Security Office at Lake Worth and Palm Beach Gardens, in the Registrar's Office at Belle Glade and in the Service Center at Boca Raton.

Sexual Offender/Predator

The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Florida Department of Law Enforcement notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation or is a student. Any member of the PBCC community who wishes to obtain further information regarding sexual offenders/predators in this area may refer to the FDLE Web site at: www.fdle.state.fl.us/sexual_predators/search.asp or call 1-888-FL-PREDATOR (1-888-357-7332).

Student Handbook

All regulations and policies pertaining to student conduct are listed in the student handbook. Copies are available in the Student Services office on each campus or online at www.pbcc.edu/studenthandbook.

Student Publication

The Beachcomber, PBCC's student newspaper, is published bimonthly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The newspaper office is located at the Lake Worth campus.

Student Retention & Completion

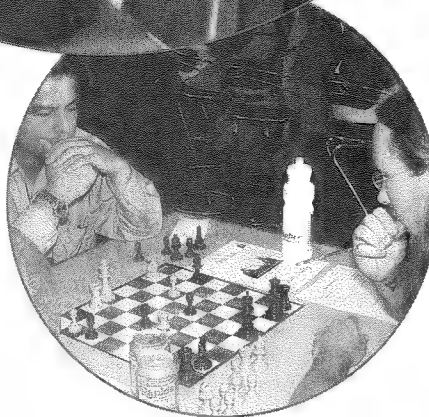
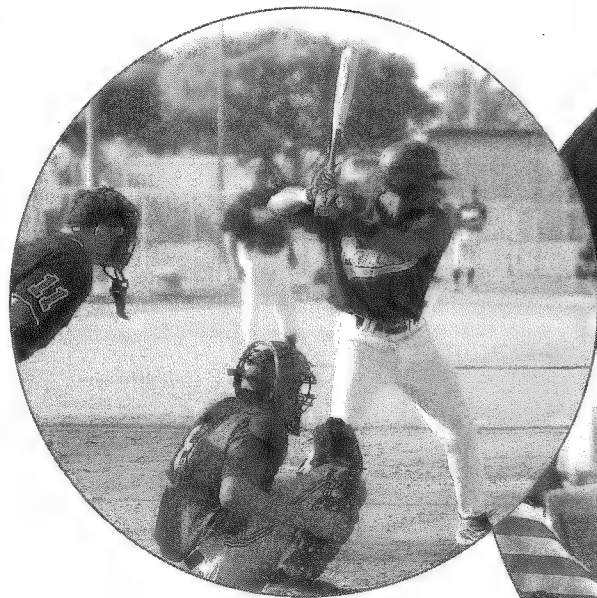
Information about student retention and completion in each of the academic programs is available to students in the Student Services offices and associate deans' offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

Testing Services

Various testing programs for students are provided on each campus. A variety of national and state exams for students such as the CELT, CLAST, CLEP, E-ACT, FCELP, SAT-I, and TABE are administered. Application and information for these and other tests are available in the Student Services Testing Center on each campus.

Note: A legal photo ID is required for all testing services. See the Admissions and Placement Testing sections of this catalog for detailed testing information.

Student Life



ATHLETICS

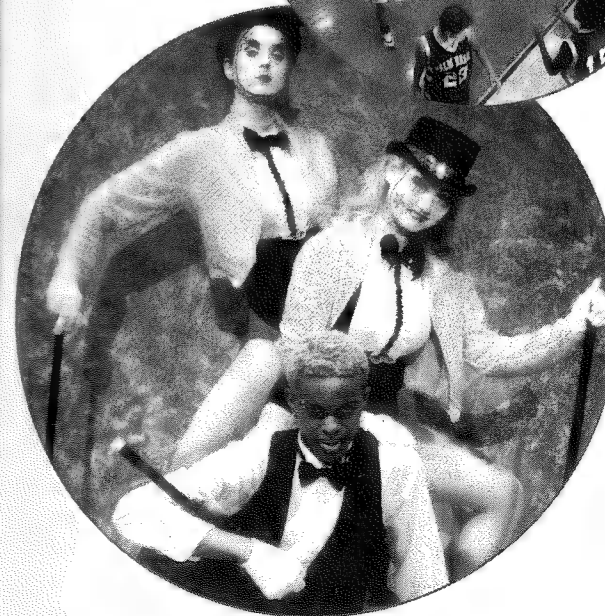
The College has varsity intercollegiate athletic teams for women (basketball, volleyball and softball) and for men (basketball and baseball). Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures. The program provides an opportunity for students to experience competition, skill development, self-discipline and cooperation. Students with disabilities are encouraged to try out for teams on which they might successfully participate.

Intramural and Recreational Activities

Intramural and recreational activities are sponsored by Student Services. These activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

STUDENT GOVERNMENT

Each PBCC location has a student government group: the Student Government Association (SGA) at Belle Glade, Boca Raton and Lake Worth and the Student Activity Committee at the Palm Beach Gardens location. These groups provide guidance and direction to the student body, develop student programs and activities, promote student involvement, develop positive working relationships and provide students with opportunities to develop and exercise leadership skills. Contact the campus Student Services office for information.



Lake Worth

American Inst. Of Architects Students (AIAS)
American Society for Interior Design (ASID)
Astronomy Club
BACCHUS Committee (Alcohol, Drug and STD Prevention)
Beachcomber (Student Newspaper)
Black Student Union (BSU)
Brain Bowl
Campus Activities Board (CAB)
Cheerleaders
Community: EARTH
Computer Club
Christian Fellowship
Delta Epsilon Chi (DECA)
Dental Assisting Student Association (DASA)
Early Childhood Education Club
Intramural Sports
Kiskeya Club (Haitian Student Organization)
Music Club
Nursing Student Association (NSA)
PBCC Players (Theater Club)
Phi Theta Kappa (PTK)
Photomorphosis Club (Photography Club)
Sociology Club
Spanish and Latino Student Association (SALSA)
Student American Dental Hygiene Association (SADHA)
Student Government Association (SGA)
Students for International Understanding (SIU)
Vertigo Car Club
Yashi Hama Tandai Budo Kai (Martial Arts Club)

Palm Beach Gardeins

Art Alliance
Astronomy Club
Brain Bowl
Christian Club
Circle K
Florida African-American Student Association
Horticulture Forum
Math Club
Medical Imaging Club
Northstage (Theater Club)
Phi Beta Lambda (Business Club)
Phi Theta Kappa Honors Society (PTK)
Political Forum
Psi Beta (Psychology Honors)
Psychology Honors Club
Respiratory Care Club
Sociology Forum
Student Activities Committee
Students for International Understanding (SIU)

To hold office in a student organization, a student must have a minimum 2.0 grade point average (GPA) at the beginning of tenure of office and must achieve a minimum 2.0 GPA during each term in office. To belong to the PTK Honors Society, a student must have a minimum 3.2 GPA and have earned 12 semester hours at PBCC.

STUDENT ORGANIZATIONS & CLUBS

Palm Beach Community College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures available through the Student Services Office for the establishment and sanctioning of a special interest group. The following are currently sanctioned groups.

Belle Glade

Chess Club (Fabulous Knight)
Florida African-American Student Association
Phi Theta Kappa (Honors Society)
Student Government Association

Boca Raton

Black Student Association
Computer Club
Courtyard Players (Drama Club)
Florida Future Educators of America
Phi Theta Kappa (Honors Society)
Photo Club
Political Forum
Self-Defense & Martial Arts Club
Spanish and Latin Student Association (SALSA)
Student Government Association



Campus Libraries

Library services and resources support the curriculum, faculty and students at all four PBCC locations. Campus libraries maintain a diverse collection of materials that include books, periodicals, local, state and national newspapers, microforms and reference materials. Access to all library materials and electronic collections of books, periodicals and journals are available through LINCC (Library Information Network for Community Colleges), the online catalog. Over 2,000 journals and periodicals are available online and in full-text, and electronic books add more than 10,000 volumes to the collection. Florida Atlantic University provides PBCC at Boca Raton with library service through a joint-use agreement.

Librarians are faculty members who are professionals adept in the research process. They work closely with students in finding and using information and developing information literacy skills. Librarians offer individual classroom instruction in the use of resources and work collaboratively with other faculty to develop innovative approaches to using library resources. Librarians teach credit courses in the use of electronic resources and teach online courses using the latest technology.

Additional services provided by the library include: an interlibrary loan service which links all 28 Florida community college libraries, universities and public libraries together for cost-free lending/borrowing of materials, a reserve collection of materials, a computer/instruction lab, study rooms and private study areas, photocopiers, and a virtual reference desk (Ask-a-Librarian). Students also have borrowing privileges at FAU and with area libraries that are members of SEFLIN (Southeast Florida Library Information Network).

Library hours vary on each campus and between terms. Current information is available at www.pbcc.edu/llrc

Children First

This is a court-mandated program for couples seeking a divorce who have children under the age of 18. For more information, call (561) 862-4700.

Continuing Workforce Education

BUSINESS & INDUSTRY TRAINING CENTER

High-quality, low-cost training programs and courses are available to the business community. Courses/programs may be customized to the needs of business and industry with scheduled times and sites that are convenient. Seminars, workshops, teleconferences and other services also may be arranged. For more information on business and industry training, call (561) 207-5713.

CENTER FOR HEALTH STUDIES

Courses are available for certified and licensed health-care professionals in a flexibly scheduled format. Curriculum is focused on providing participants with the knowledge needed to remain current in their discipline areas as well as encouraging multiple skills for increased employment flexibility within the health care system. Approval of continuing education credits needed for renewal of professional licenses or certification is granted within the guidelines of the Agency for Health Care Administration, Division of Medical Quality Assurance, Certification Board of Addiction Professionals of Florida, State Department of Health and the Department of Business and Professional Regulation.

Continuing Workforce Education courses are also available for persons working in health care careers. Vocational training integrates both didactic and applied learning principles providing the participant a mechanism to practice and refine job skills. Programs in this area are structured within the guidelines established by the state and voluntary professional certification boards. Customized training is available to meet the special needs of health care organizations. For more information, call (561) 868-3535.

CENTER FOR INSURANCE EDUCATION

The Center schedules courses for licensed agents and is approved by the Florida Department of Insurance for license renewal. For more information, call (561) 862-4700.

CENTER FOR REAL ESTATE EDUCATION

Post-licensure education for sales agents is a 45-hour classroom course that includes subjects specified by Florida statute. Post-licensure 45-hour classroom courses are training oriented and build on the academic knowledge acquired during pre-licensure training. All courses emphasize skills necessary for licensees to operate effectively. A 14-hour continuing workforce education course approved by the Florida Real Estate Commission that satisfies the requirement for real estate license renewal is offered. For more information, call (561) 868-3533.

COMPUTER AND OFFICE TECHNOLOGY

Short continuing workforce education courses and workshops are offered for adults adding an occupational skill. Hands-on training with microcomputers using current applications in word processing, data entry, electronic spreadsheets, database management and desktop publishing is available. For more information, call (561) 207-5700.

FLORIDA INSTITUTE OF GOVERNMENT

The Florida Institute of Government (FIOG) partners with Palm Beach County public sector and nonprofit organizations to meet the increasing challenges of providing excellent quality, service and productivity to their citizens and clients. For more information, call (561) 868-3544.

The FIOG offers a wide variety of programs and services such as:

- Training workshops and seminars
- Customized training programs
- Executive consulting services
- Special interest forums and conferences.

Activities include professional development series for managers, supervisors, non-supervisory professionals and administrative support staff; public policy forums; strategic planning sessions; council-manager team building programs; the Institute for Elected Municipal Officials; and a variety of customized assistance to various organizations.

All services are available at the four college sites or may be contracted and delivered to organizations.

MONTESSORI TEACHER TRAINING

Three levels of Continuing Workforce Education-Montessori training are offered:

- Early Childhood (age 2 1/2 - 6)
- Elementary I (age 6-9)
- Elementary II (age 9-12).

Students entering any of the levels must hold a minimum of a bachelor's degree from an accredited institution in order to be eligible for a national credential by the American Montessori Society (AMS). The degree

need not be in education. The Montessori Teacher Training Program is accredited by the AMS. The majority of the elementary courses are offered during the summer term (usually June-August) with some weekend classes during the fall and spring terms. For further information, call (561) 868-3355 or (561) 868-3551.

PUBLIC SERVICE-EMS, FIRE, CRIMINAL JUSTICE PROGRAMS

A diverse curriculum is offered in advanced and specialized training for personnel in public service occupations such as emergency medical services (EMS), fire, and criminal justice. For more information on EMS, call (561) 868-3777. For more information on fire, call (561) 686-7277. For more information on criminal justice, call (561) 868-3398.

Cooperative Education

Cooperative education (co-op) is a nationally recognized academic program combining on-campus study with work-related experience in area business, industry or governmental agencies. It is based on the principle that learning is not confined to classroom achievement and is equally dependent upon experiential opportunities. As a co-op student you can:

1. Earn academic credit
2. Gain practical experience and job knowledge
3. Test your career decision
4. Make valuable contacts in your professional field
5. Earn income through work in your chosen field of study.

ELIGIBILITY

Students who have completed one full-time semester or at least 12 credit hours are eligible to enter the co-op program, provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing. Participating students must be willing to develop a cooperative education position related to their major fields of study.

OPERATIONS

Co-op participation may be part time, full time, paid or unpaid work experience providing entry-level, intermediate or advanced training. Current employment may meet the program requirements with modified or enhanced duties in cooperation with the employer. The work experience is coordinated with on-campus study. Students may earn up to six academic credits usable as elective credits or hours to meet curriculum requirements in designated programs. Students should consult with an academic advisor regarding the transferability of co-op credits in programs offered by upper-division colleges and universities.

ENROLLMENT

Co-op education varies across the district, using a common core of required student activities. For specific information regarding enrollment requirements and student activities, contact the appropriate campus listed below:

| | |
|--------------------|----------------|
| Belle Glade | (561) 993-1122 |
| Boca Raton | (561) 862-4325 |
| Lake Worth | (561) 868-3066 |
| Palm Beach Gardens | (561) 207-5350 |

Distance Learning

Distance Learning classes provide increased student access through alternative education delivery systems and flexibility of time and location. They promote the integration of technology in the learning environment and the globalization of education through electronic access to information and experts worldwide. These courses use multiple learning environments, such as the Internet, television and videoconferencing. Some courses will combine a variety of these environments in the instruction. The chief difference between face-to-face courses and distance learning courses is in the type of course delivery. Course materials may be on videotapes or online, or the instructor may broadcast from another site rather than be in the same classroom with the student. Students may contact their instructors and other classmates via telephone, e-mail, chat rooms, bulletin boards, fax or sometimes through on-campus meetings.

These courses have the same educational objectives as face-to-face classes, are fully accredited and appear on a student's transcript like a face-to-face class. Some PBCC courses may require an additional course fee. The class schedule should be consulted.

For more information about distance learning, check the Web site at www.pbcc.edu/dl or send an e-mail to learn@pbcc.edu.

WHO SHOULD TAKE A DISTANCE LEARNING CLASS?

Successful students need to be highly motivated, have good study skills and use time management skills effectively. They must be willing to contact their instructor for assistance when needed and be responsible for completing assignments on time and without reminders. Before students register for a distance learning class the first time, they should visit the distance learning Web site and contact an academic advisor for assistance.

SUPPORT SERVICES FOR DISTANCE LEARNING STUDENTS

Students registered in distance learning courses receive the same support services as on-campus students. These services include registration, advising, financial aid, disabled student services, bookstore services, library services and Testing Center services, as well as many others. A list of support services is available on the distance learning Web site.

INTERNET COURSES

Internet classes offer a world of resources to students who have Internet access. These classes provide some of the materials in an anytime anywhere mode. Students can keep in touch with the instructor and other students by using the communication tools of the Internet.

Internet courses are organized into these following categories:

1. Pure Internet courses are taken entirely over the Internet. On-campus time is NOT required. Some instructors may request an on-campus orientation meeting or testing.
2. Internet Option courses give the student the option of attending the face-to-face class or completing some or all of the work on the Internet. Some instructors may request an on-campus orientation or testing.
3. Tele-Web classes utilize the video lessons from the television classes that are combined with an Internet component to create this type of course. There may be some face-to-face requirements.

TELEVISION COURSES

Television courses offer convenience and flexibility in class scheduling. Students can watch videos, complete readings and do assignments in their home or workplace. Many times, students learn by watching. These video programs offer the students an opportunity to watch a biological experiment or a demonstration of a statistical analysis or perhaps listen to a panel discussion of geological experts. You can watch these videos as often as needed and review and correct assignments before they are due. These courses use videotapes, textbooks, study guides and other elements as the basic study materials for the course. On-campus attendance may be required for meetings and testing.

Television courses have options that include:

1. "Course-in-a-Box" classes, a set of prerecorded videotapes that are checked out to enrolled students for the term of the course. These videos are mailed to the student's home and must be returned at the end of the term.

2. Telecourses broadcast on the local PBS station, WXEL, at a scheduled time of day. Students also have the option of viewing the video lessons at one of the Media Technology and Instructional Services and/or PBCC Library Learning Resource Center locations.
3. Tele-Web classes utilize the video lessons from the television classes that are combined with an Internet component to create this type of course. There may be face-to-face requirements.

VIDEOCONFERENCING COURSES

Videoconferencing courses give the student the ability to take a course at one of PBCC's convenient locations. Each course is taught by an instructor at one location and transmitted to the other locations. The instructor interacts "live" with the students at the other locations via a two-way video and audio system. Instructional materials are available at each location for each enrolled student.

English for Academic Purposes/ English as a Second Language

Palm Beach Community College offers three levels each of reading and English courses and two levels of speaking and listening courses. These courses combine lecture and lab components to meet the specific needs of non-native English speakers. Students are placed into the appropriate level based on CELT and FCELP scores. (Current scores of other standardized tests may be submitted. See section on Placement Testing for details.) Academic support is provided through tutoring, audio and video technology and interactive computer software in the Student Learning Center/Vocational Preparatory Instruction Lab (SLC/VP, formerly CPI) at each location. Students may proceed with registration in Gordon Rule classes upon the successful completion of the EAP/ESL courses as they fulfill prep English and prep reading requirements.

FOUNDATION PROGRAM

Palm Beach Community College offers this program for non-native English speaking students who have been placed into this level. The Foundation program includes three courses in reading and writing, grammar, and listening and speaking. These courses combine lecture and lab components to meet the specific needs of non-native English speakers. Academic support is provided through tutoring, audio and video technology and interactive computer software in the Student Learning Center/Vocational Preparatory Instruction Lab (SLC/VP, formerly CPI) at each location. Students must successfully complete all three of the Foundation class before registering for any other classes at the college.

Honors

Honors activities at Palm Beach Community College are designed for students who enjoy advanced level studies. PBCC offers two options for students who seek the challenge of Honors coursework. The first option is to enroll in Honors courses. These learning environments promote the development of critical thinking and research skills through in-depth class discussions, reading and writing assignments, and non-traditional classroom styles and activities. The second option is to add an Honors component to any regular credit course, with instructor permission, by completing an Honors project contract. In this case, the student writes an additional research paper in the course and meets with the instructor throughout the term for guidance and advice. The experience of either of these options helps students to make interdisciplinary and real-life connections and prepares them with skills needed to transfer to a university or the workforce.

PBCC students qualify for Honors with a cumulative 3.5 GPA. Students who graduate from PBCC with a 3.5 GPA and 12 credit hours of Honors coursework completed with a grade of B or higher are designated as Honors graduates.

To discover more about Honors and its benefits, visit www.pbcc.edu/honors or call Academic Services at (561) 862-4652.

Institute of Teacher Education

The Institute of Teacher Education was created at PBCC to address the critical teacher shortage in Palm Beach County and the requirements of the *No Child Left Behind Act of 2001*. The Institute, a collaborative effort with the School District includes several programs. The Transition to Teaching Program helps transition non-teacher trained professionals with bachelor degrees into the teaching profession. The Paraprofessional Retention Outreach (PRO) Program works with the School District's paraprofessionals to help them obtain associate degrees. Other programs target the School District's community language facilitators and teachers needing certification and re-certification, and students in teacher education degree programs.

To find out more about the Institute of Teacher Education, visit the Institute's website: www.pbcc.edu/teachered.

Recreational Learning

ETTA RESS CENTER FOR LIFETIME LEARNING

The Etta Ress Center for Lifetime Learning, located at the Lake Worth location, is dedicated to exploring educational and cultural opportunities for adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture with volunteers from the theater and the scientific and professional arenas to bring intellectual enrichment to the community. For more information, call (561) 868-3556.

LEARNING UNLIMITED

Learning Unlimited is a noncredit enrichment program for adults of all ages. Instructors are local experts known in their fields teaching short-term, personal enrichment courses in current events, history, metaphysics, alternative health, art, music, dance, finance and more. The inexpensive courses are held days and evenings at PBCC in Boca Raton. For more information, call (561) 862-4725.

SUMMER YOUTH COLLEGE

The Summer Youth College (SYC) is offered at PBCC in Boca Raton for children ages 8-14 during six weeks in the summer. Designed to encourage young people to later attend college, SYC courses are both educational and entertaining. No tests, homework or grades are required. The diverse topics include sports, arts and crafts, music, math, composition, computers, language and culture, life skills and much more. Volunteer assistant positions are available for children ages 15 and up. For more information, call (561) 862-4725.

Student Learning Center/ Vocational Preparatory Instruction Lab

The SLC/VPI (formerly Centers for Personalized Instruction or CPI) offers educational support to both day and evening students. Individualized instruction in selected credit courses and college preparatory courses in reading, English, English for Academic Purposes, and mathematics is available. Flexible class scheduling on a "To Be Arranged" (TBA) basis, as an alternative to the traditional classroom, is available at several campuses for selected courses. SLC/VPI academic support and learning assistance services include tutoring, Supplemental Instruction (SI) and videos and computer software that correlate with many courses. Review materials for standardized tests such as the CLAST and TABE are available.

All students have access to SLC services. Vocational Preparatory Instruction (VPI) is also available. Please contact the SLC/VPI on each campus for more information.

Transition to Learning and Careers

Transition to Learning and Careers (TLC) serves to launch students into Workforce Development programs with optimum outcome success. Services foster self-sufficiency through acquisition of basic academic skills, basic employability skills and basic life skills for adults in transition to career employment. Exploration of high demand/high wage and non-traditional occupations is emphasized. Students most likely to benefit from these services are those with barriers to education or to employment who are exploring or enrolled in PSAV, A.S. and A.A.S. programs. For more information, call (561) 868-3510.

Workforce advancement strategies program builds success through career plan development, mentoring, networking with college environment, skill-building activities and test preparation. Test of Adult Basic Education (TABE) is emphasized. The Carl D. Perkins grant authorizes resources for students to explore and reach their job prep goals. For more information, call (561) 868-3558 or (561) 868-3650.

Workforce Liaison serves as an academic liaison to job prep students sponsored by Palm Beach County Workforce Alliance. Students who are unemployed, underemployed or who have barriers to employment may be eligible for these special guidance services, but they must have confirmation of eligibility for Workforce funding prior to meeting with the PBCC liaison. For more information, contact the Workforce Liaison at PBCC, (561) 868-3557.

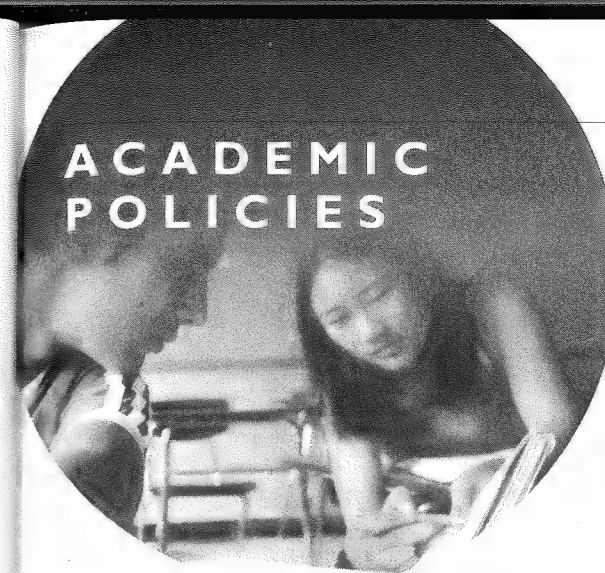
CONNECTIONS

The Connections program functions to support and guide single-parent students to successfully complete job preparatory programs. Supportive services "connect" single parent students to essential resources within PBCC and community resources. Academic advisement and career guidance includes exploration of non-traditional occupations leading to self-sufficiency. For more information, call (561) 868-3650 for guidance tailored to single parents.

CROSSROADS

This program offers free workshops and career guidance to displaced homemakers over 35 seeking self-sufficiency through employment and training. The workshops are offered on an alternating schedule in the daytime and in the evening college-wide. Participants need not be current PBCC students. Some limited funds are available for participants with educational or training needs. To register or for more information, call (561) 868-3586.

ACADEMIC POLICIES



Academic Progress

Palm Beach Community College requires each student to maintain reasonable academic progress. Any student not maintaining the following standards of progress will be placed on academic probation. Financial aid students should also see Standards of Academic Progress for Financial Aid Program Participation in this catalog.

ACADEMIC STANDARDS OF PROGRESS

Students must maintain a cumulative grade point average (GPA) of:

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted.

ACADEMIC PROBATION

Probation will be continued as long as the student fails to achieve the standard set for the number of hours attempted. Students on academic probation are encouraged to meet with an academic advisor/counselor. Probation will be calculated at the end of each term. (Both summer sessions will be considered one term.)

Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall, spring and summer terms. A committee on probation will be appointed by the College President to hear any appeal cases.

ACADEMIC SUSPENSION OR EXCLUSION

PBCC does not suspend or exclude students for academic reasons, unless dictated by the conditions of their admission.

Academic Recognition

PRESIDENT'S LIST

At the end of the fall and spring terms, any student carrying a full academic load (12 hours for which they receive credit, excluding institutional credit) and earning a grade point average of 3.8 or higher will be placed on the President's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a grade point average of 3.8 or higher will be placed on the President's List.

DEAN'S LIST

At the end of fall and spring terms, any student carrying a full academic load (12 hours for which they receive credit, excluding institutional credit) and earning a grade point average of 3.20 to 3.79 will be placed on the Dean's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a grade point average of 3.20 to 3.79 will be placed on the Dean's List.

Attendance

CLASS ATTENDANCE

Students are expected to attend all classes and activities for courses in which registered. Any class meeting missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Individual instructors and/or departments set class attendance policies. Students are expected to adhere to the policies set by each instructor.

Students, when officially representing the College, such as on a field trip, shall not be counted absent, provided their instructors are given prior notification and any missed assignments are subsequently completed to each instructor's satisfaction.

Students may be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident or the death of an immediate relative. Instructors determine the validity of the excuses and provide opportunities for students to complete any required make-up work. Students are responsible for immediately informing their instructors when they must miss class sessions for emergencies.

EXAMINATION ABSENCE

Absence for an announced examination will count as a failure on that examination unless it was for an emergency excused by the instructor and a make-up examination is taken later. In the event that the student

disagrees with the determination of the instructor, the academic grievance procedure will be followed.

A student who fails to make arrangements within five days after returning to class loses make-up privileges, and the instructor determines the resulting grade. If the absence occurs at the end of a term, the make-up examination must be taken within 30 calendar days after the first scheduled day of classes in the subsequent fall or spring term. It is the responsibility of the student to contact the instructor for permission to make up the test. Failure to do so will result in an "F" for the examination.

Contact the Student Services Office on the respective campus for further information or see the student handbook.

Audit and Withdrawal Policies

Students may withdraw online using PantherWeb (www.pbcc.edu/pantherweb) or audit a class by filing an official Audit Request Form with the Registrar's Office by the audit/withdrawal deadline. Deadlines are published in the catalog. In cases of non-standard beginning or ending dates, the audit deadline is 65 percent of the course session. Students with questions about audit and withdrawal deadlines should contact the Registrar's Office.

During the fall and spring terms, international students are required to be enrolled full time in courses for which they will receive grades. International students must get authorization from the international student advisor before auditing or withdrawing from a class.

AUDIT

A student may be admitted to certain courses on an audit basis with the completed request form. Courses taken by a high school dual-enrolled student may not be audited. Students auditing a course must attend class, but they are not required to take tests and examinations. No audit students may change their schedule to seek credit in any course in which they are enrolled. Prerequisites, tuition and all special fees apply.

An instructor may withdraw an audit student (XW) for non-attendance. The course then becomes an attempt.

Students may change to audit by submitting the required form to the Registrar's Office prior to the deadline.

Note: Students are not permitted to audit college preparatory courses, courses under a selected admission program, or vocational credit or non-credit courses. A student may not audit a course in which he or she received a grade of C or higher.

INSTRUCTOR WITHDRAWALS

Instructors may give a non-punitive WX grade for excessive absences for up to 65 percent of the course session. No WX grades shall be given after 65 percent of the course has elapsed. Instructors may also give a punitive (F, N, or U) grade for excessive absences, as defined in their syllabi, up to the end of the term.

Courses taken for audit are subject to the same attendance criteria however, instructors may assign a grade of XW for excessive absences at any time throughout the term.

Note: Upon the third attempt of a credit course, a withdrawal (student or instructor) will not be permitted and the student will receive a grade for the course.

STUDENT WITHDRAWALS

Students who withdraw from a course will receive a grade of W on their transcript. There is no refund for withdrawals submitted after the add/drop deadline. (See the calendar in this catalog for deadlines.) Students considering withdrawing from any course are strongly encouraged to speak with an academic advisor to discuss any impact that a withdrawal may have financially or academically.

A student may not withdraw from a PSAV course that meets less than two times. Contact the Registrar's Office for the withdrawal deadline for each PSAV course. Courses taken in fall 1997 or later will be permitted a maximum of two withdrawals per course.

Note: Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

College Level Academic Skills Test (CLAST)

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. Florida statutes and the State Board of Education mandate the test for all students seeking an A.A. degree.

ELIGIBILITY

Students seeking associate in arts or baccalaureate degrees are eligible to register for the CLAST provided the following criteria have been met:

1. Satisfactory completion of at least 18 semester hours of college level course work
2. Completion of the A.A. General Education requirements in English composition and Gordon Rule mathematics.

CLAST is required for A.A. degree candidates only. A.S. degree seekers are not required to take the test unless they are planning to transfer to a university and the university requires the test. Students wanting to sit for the CLAST must apply to take the test by the registration deadline. Late registrants will be placed on standby status. That means that the individual will not be assured of a seat for the test. Students who do not take and pass this test will not be awarded the associate in arts degree. Admission to a state university may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984, must meet the standard scores established by the State Board of Education (See Table 6-1).

Table 6-1

| CLAST Requirements | | | | |
|------------------------|---------|---------|-------------|-------|
| Dates | Reading | Writing | Computation | Essay |
| 8/1/84 | 260 | 265 | 260 | 4 |
| 8/1/86 to 7/31/89 | 270 | 270 | 275 | 4 |
| 8/1/89 to 9/30/91 | 295 | 295 | 285 | 4 |
| 10/1/91 to 9/30/92 | 295 | 295 | 290 | 5 |
| 10/1/92 and thereafter | 295 | 295 | 295 | ■ |

EXEMPTIONS

Beginning January 1, 1996, students who have achieved passing scores on the FCELP or have successfully remediated, and have a cumulative GPA of 2.5 in the A.A. General Education requirements in English composition and Gordon Rule mathematics as identified by the Florida Postsecondary Education Planning Commission may be exempt from some or all of the CLAST requirements. A score of 500 or higher in the Verbal section of the SAT I earns an exemption in the Essay, English, Language Skills and Reading sections of the CLAST. A score of 500 or higher in the Math section of the SAT I earns an exemption in the Math section of the CLAST. A score of 21 or higher in the English section of the E-ACT earns an exemption in the Essay & Language Skills sections of the CLAST. A score of 22 or higher in the Reading section of the E-ACT earns an exemption in the Reading section of the test. A score of 21 or higher in the Math section of the E-ACT earns an exemption in the Math section of the CLAST. There are also possible exemptions based on scores earned for AP & IB courses taken in high school. Candidates should check with an advisor concerning these exemptions.

RETAKES

Students may not retake any subtest of the CLAST for which they already have a passing score. Students must wait 30 days between retakes. CLAST review courses and tutoring services are available. Contact SLC/VPI for more information.

College Preparatory Course Requirements

Palm Beach Community College provides a comprehensive college preparatory program in English, reading and mathematics for students who require assistance in preparation for college-level courses in these areas. The requirements listed below are to prepare each student for success in college-level courses.

- Students who test into the college preparatory program must begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed.
- Students who test into college preparatory English or reading cannot enroll in any Gordon Rule writing course until all preparatory course(s) in the respective areas have been successfully completed. Those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite until college preparatory math is complete.
- Students who test into preparatory English and/or reading courses must also take the co-requisite course Strategies for College Success (SLS 1501).
- Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take EAP (English for Academic Purposes) preparatory courses.
- Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop. Students must wait 30 days before retesting in a subject area.
- College preparatory courses shall be graded A, B, C, N (Not Pass) and will be three contact hours per week. Three institutional credits will be granted for each course successfully completed. Institutional credits are not used for graduation or grade point average calculations, but they are used towards assessing full-time academic status.
- College preparatory courses (ENC 0001 College Preparatory English I, ENC 0010 College Preparatory English II, MAT 0012 Basic Algebra I, MAT 0020 Basic Algebra II, REA 0001 College Preparatory Reading I, REA 0010 College Preparatory Reading II, EAP 0400

Speaking & Listening I, EAP 1500 Speaking & Listening II, EAP 0420 Intermediate Reading, EAP 1520 High-Intermediate Reading, EAP 1620 Advanced Reading, EAP 0484 Intermediate English, EAP 1584 High-Intermediate English, EAP 1684 Advanced English) and their co-requisites, if indicated through placement testing, must be completed in addition to all course requirements in the program the student chooses.

- Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the third attempt for college preparatory and credit courses. Students may appeal the higher cost to the campus registrar through the add/drop period. Decisions are based on state-issued guidelines.

Note: In the Testing Centers, students may find a list of tutorial services that assist students with the FCELPT. These services are provided as an alternative remedial option to traditional courses however, upon completion, students still must score satisfactorily on the FCELPT in order to place out of college preparatory courses.

Freshman and Sophomore Classification

A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. Until 24 hours of credit are completed, the student is a freshman.

Full-Time Student

A student is considered a full-time student when enrolled in 12 or more semester hours of credit or 360 or more clock hours. Although audit and preparatory courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment or Veterans Administration benefits, noncredit and preparatory courses cannot be counted, but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

Note: Enrollment status may be defined differently for financial aid recipients.

Grades

GRADE CHANGE PROCEDURE

An instructor's change of grade (other than incomplete grades) for a course taught in the fall term should be completed before the end of the following spring term. Any grade changes for classes taught in the spring term or either of the summer sessions must be completed before the end of the following fall term.

GRADE FORGIVENESS POLICY

Only courses for which a grade of D or F was earned or withdrawals may be repeated. The last grade received will be used to calculate the grade point average (GPA). All grades from the third and subsequent attempts will be calculated in the GPA.

The Forgiveness Policy pertains only up to the time of the awarding of degree and does not extend beyond that time. No challenge examination (institutional, CLEP, AP, IB, etc.) may be used to forgive a grade. Institutions to which subsequent transfer is made may not necessarily honor this policy.

GRADE POINT AVERAGE (GPA)

The cumulative GPA is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows:

- A = 4 quality points per credit hour
- = 3 quality points per credit hour
- C = 2 quality points per credit hour
- D = 1 quality point per credit hour

Only the last attempt of a repeated course will be used in computing the grade point average (except for the fourth attempts and beyond that will be averaged); however, all grades appear on the student's transcript. The PBCC grade point average is determined by dividing the total quality points earned at PBCC by the total semester hours attempted at PBCC. The term grade point average is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

Note: Preparatory course grades do not count in the GPA.

GRADE REPORTS

Grade reports are not mailed to students. Students may access grades via PantherWeb - www.pbcc.edu, or FACTS - www.facts.org, using their PBCC Personal Identification Number (PIN). Students who do not know their PIN may obtain it from the Admissions Office after presenting photo identification.

GRADING SYSTEM FOR CREDIT COURSES

- A Excellent
- B Good
- C Fair
- D Poor but Passing
- F Failure
- I Incomplete
- L Instructor Grade Late
- N No Pass (Considered In Progress)
- P Pass
- S Satisfactory
- U Unsatisfactory
- W Withdrawn
- WX Withdrawn for Excessive Absences
- X Audit
- XW Withdrawn for Non-Attendance in Audited Course

GRADING SYSTEM FOR VOCATIONAL AND NONCREDIT COURSES

Exceptions will be noted in program documentation.

PSAV (VOCATIONAL) GRADES

- S Satisfactory *
- U Unsatisfactory
- I Incomplete
- W Withdrawn
- WX Withdrawn for Excessive Absences*

** These grades are also used for continuing workforce education (CWE) courses.*

Most avocational classes, including Learning Unlimited classes, will be assigned a grade of No Grade (NG) unless the course requires a record of attendance. In those cases where an NG is not the grade, an S or WX will be issued.

INCOMPLETE GRADES

Incomplete grades are automatically changed to punitive grades of F, N or U if not made up within 30 calendar days after classes begin in the subsequent fall or spring term. It is the student's responsibility to complete all assignments and submit them to the instructor.

REPEATED COURSES AND COURSE ATTEMPTS

Effective fall 1997, only courses for which a grade of D or F was earned or withdrawals may be repeated. A student may not audit a course in which a grade of C or higher was received. A student will be permitted a maximum of three attempts per course. Attempts include the original grade, repeats of course grades, and withdrawals (student or instructor). Upon the third attempt of a course, a withdrawal will not be permitted and the student will receive the grade earned. This grade will be used in quality point average computation. Effective

fall 1997 or later, students may have only three attempts per course which includes the original grade, repeat grades and withdrawals at any point in the semester. All grades from the third and subsequent attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances. Credit can only be earned once per course, unless the course is designated as "repeatable".

Note: Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the third attempt for college preparatory and credit courses. Students may appeal the higher cost to the campus registrar through the add/drop period. Decisions are based on state-issued guidelines.

Graduation

All students, without regard to the degree to be granted, must meet general requirements for graduation from Palm Beach Community College and fulfill all financial obligations to the College. Final responsibility for meeting the requirements for graduation rests with the student.

CATALOG IN EFFECT POLICY

Students who have maintained continuous enrollment have the option of graduating under the catalog in effect at the time they enter the College or any catalog in effect during the student's continuous enrollment, as long as the catalog chosen is not more than 5 years old. Continuous enrollment may be maintained by enrollment in one credit or PSAV course for a minimum of one term per academic year.

If students choose a new catalog, all requirements from the new catalog must be met for graduation. If continuous enrollment is maintained for a period of more than five years, the catalog five years previous will be chosen for them, unless students specify otherwise. If attendance is interrupted by 12 months, students must graduate under the catalog in effect when they are readmitted or any future catalog within five years of the date of graduation (as in above statement). The College does not guarantee that courses will always be available. Some courses or programs may be discontinued. The College reserves the right to change the curriculum as necessary.

Note: Students must graduate under the program requirements in effect the term they enter a limited access program.

GRADUATION CEREMONY - COMMENCEMENT

Participation in commencement exercises is expected of all A.A., A.S. and A.A.S. students who are eligible for graduation. Commencement is held at the end of

each fall and spring term. Students who apply for graduation receive ceremony information from the Graduation Office.

GRADUATION DISTINCTIONS

Students who graduate with a 3.2 overall GPA or higher will be noted in the Commencement Bulletin as graduating with the following distinctions:

- 3.2 - 3.49 Academic Distinction
- 3.5 - 3.79 High Academic Distinction
- 3.8 - 4.0 Presidential Distinction

Students who graduate with 12 hours of Honors course work completed with a minimum grade of B and a minimum cumulative GPA of 3.5, and who have applied for Honors graduation will be designated as Honors Graduates. Honors graduates will be recognized with the following:

- Honors notation on Commencement Bulletin
- Honors gold seal on diploma
- Honors notation on transcript
- Honors medallion to be worn at Commencement.

GRADUATION REQUIREMENTS (DEGREE)

Students must make formal application for graduation before the deadline. Deadlines are listed on the calendar in the front of this catalog. The Request for Graduation Form is available online (www.pbcc.edu/graduation). Exceptions are noted in specific program descriptions.

- Students must have a cumulative grade point average of 2.0 and a 2.0 grade point average for all work taken at PBCC.
- Students must complete at least 25 percent (15 credits-A.A.) of the program or certificate credit at PBCC. Neither transfer coursework nor credits-by-exam satisfy this requirement.
- Students receiving an A.A. degree must have 60 semester hours of academic work exclusive of occupational (A.S.) courses. An A.A. degree must also include an approved General Education program of not less than 36 semester hours.
- A grade of C or higher is required for all General Education courses. General education requirements are listed in the Areas of Study section of this catalog. The Graduation Office will certify completion of General Education requirements on a student transcript upon request.

- The General Education health course requirement may be met by HSC 2100, Health Concepts and Strategies, or by passing the Departmental Health Knowledge Test (challenge exam). All students become eligible to take this exam by paying the current test fee.
- Students receiving an A.A. degree must pass all four sections of CLAST or qualify for one of the exemptions. (See Testing Center for exemption requirements.) Passing scores are announced by the state of Florida each year. Responsibility for taking and passing the CLAST rests with the student.

GORDON RULE REQUIREMENT

As part of graduation with an A.A. degree, students are required to fulfill the Gordon Rule requirement, in accordance with Florida statute. Gordon Rule requires that these students complete writing assignments of at least 24,000 words in communications, humanities and social science courses and that they complete six hours of college level mathematics with a grade of C or higher.

GRADUATION WITH MULTIPLE DEGREES

Students who have an A.A. degree or higher are eligible for any A.S. or A.A.S. degree upon completion of those degree requirements. Students who have an A.S. or A.A.S. degree are eligible for an A.A. degree upon completion of those requirements. Students with an A.A.S. may receive an A.S. degree in the same area upon completion of the additional coursework. However, students with an A.S. degree are not eligible to receive an A.A.S. in the same program area.

MAXIMUM PHYSICAL EDUCATION OR MUSIC ENSEMBLE CREDITS FOR GRADUATION

Students may use a maximum of two credit hours in Physical Education activity courses and a maximum of four credit hours of MUN ensemble courses for graduation.

PSAV PROGRAM COMPLETION REQUIREMENTS

A Certificate of Program Completion will be awarded to all students who satisfy program requirements and achieve the minimum level of basic skills required for that program. See program requirements in the Areas of Study Section of the catalog.

Policy Changes

Any statement in the Palm Beach Community College Catalog is subject to change by the College.

Prerequisites

A student who wishes to register for any course for which the prerequisites have not been completed must consult with the chairperson of the department offering the course. The chairperson may make the decision to require the student to take the prerequisite for the course, move the student to the prerequisite course, or allow the student to remain in the course. Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher-level course in the same logical sequence.

Religious Observances Policy

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida statute. Students are required to make arrangements in writing with teachers and other appropriate College personnel at least one week prior to an anticipated religious observance. A student who is denied accommodations may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic management. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the dean of student services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the vice president of student services, will hear the facts and provide a recommendation to the vice president of student services, whose decision on the matter shall be final.

Security of Student Records

DEFINITION OF STUDENT RECORDS

Student records may include, but are not limited to, student's application(s), test scores, transcripts and correspondence. All received transcripts and documents are the property of the College and may not be copied or transmitted to third parties, except in accordance with state law.

INSPECTION OF RECORDS

Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment), student records at PBCC (located in the Office of the Registrar) are open for inspection only by the student and those outlined in FERPA guidelines. Some are as follows:

- School officials who have legitimate educational interests
- State educational authorities
- Federal and state officials representing state or federal programs
- Persons having written authorization for release
- Officials in compliance with judicial orders.

Palm Beach Community College forwards educational records on request to a school in which a student seeks or intends to enroll.

Viewing the Record

- Permanent records are never permitted out of the Office of the Registrar.
- Students may view their records at the counter in the presence of Registrar Office personnel.
- Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

RELEASE OF RECORDS

Copies of Material in Record

- Transcripts are released only upon written consent of the student.
- The Transcript Fee for each transcript issued must accompany each request for official transcripts. Fax services and electronic submissions of transcripts to most state institutions are also available.
- If a student cannot have access to the record, i.e., if he/she lives too far away, copies may be made and the fee schedule for transcripts (a.2) will be applied per FERPA guidelines.

RETENTION OF RECORDS

Student records will be maintained for a maximum of five years from the student's attendance. Certain documents, such as grades, will be maintained longer in accordance with state archiving and records retention laws and the PBCC College Registrar Records and Retention Schedule.

STUDENT DIRECTORY INFORMATION

FERPA requires each institution to determine directory information that may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released. Palm Beach Community College has identified the following as directory information:

- Student name*
- Student address*
- Dates of attendance (session dates only)
- Major field of study
- Weight and height of members of athletic teams
- Degrees and awards received
- Previous educational institution attended

***Important Directory Information Note:**

Although Palm Beach Community College has designated student name and address as directory information, students' names will only appear in the commencement ceremony programs, PBCC publications and news releases of awards. In addition, students' names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines.

Student Right to Privacy

A student must submit a written notice to the Registrar's Office stating which of the above directory information items are not to be released to the general public or the above organizations.

**STUDENT RECORDS AMENDMENT
APPEAL PROCESS**

If a student believes there is an error in the permanent record, the student should contact the Registrar's Office to arrange a hearing. A hearing will be conducted according to FERPA.

- The hearing will be within a reasonable period of time after the request is received.
- The student shall be given notice of date, place and time reasonably in advance.
- The registrar shall make a written decision within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

Student Conduct

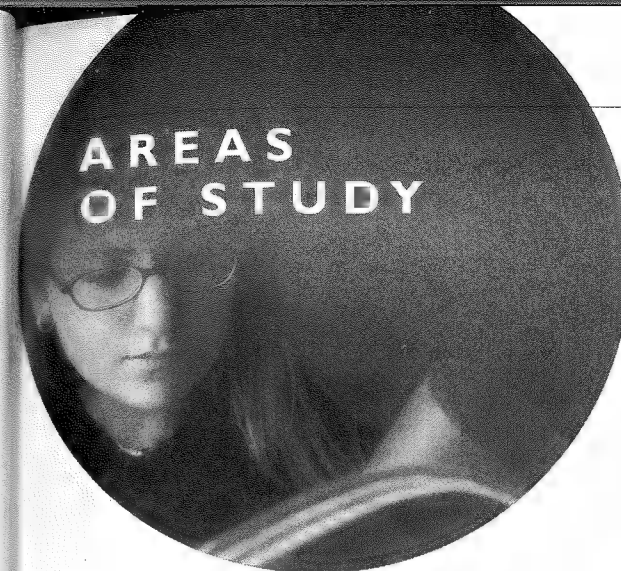
College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. The PBCC District Board of Trustees, administration and faculty formulate policies and regulations of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the student handbook.

**Student Maximum
Course Load**

Most students are not permitted to enroll in more than 18 semester hours. However, a student who has at least a 3.2 cumulative average may enroll in a maximum of 21 semester hours.

Unpaid Accounts

Unpaid student accounts will be considered cause for cancellation of registration, graduation, granting of credit or release of transcript.

**AREAS
OF STUDY****Program Groups**

| | |
|---|-----|
| Aviation | 58 |
| Automotive and Transportation | 61 |
| Business | 64 |
| Child Care and Human Services | 69 |
| Computer Science and Information Technology | 73 |
| Construction, Metal and Industrial Trades | 77 |
| Cosmetology | 81 |
| Creative Arts and Communications ... | 82 |
| Engineering and Architecture | 88 |
| Environmental Science | 93 |
| Health Care | 96 |
| Hospitality | 113 |
| Office Management and Administrative Assistant | 114 |
| Public Service | 118 |

Degrees and Certificates

Palm Beach Community College awards three degrees:

A.A. - Associate in Arts (see page 52)

A.S. - Associate in Science (see page 56)

A.A.S. - Associate in Applied Science (see page 56)

The College offers numerous certificate and diploma programs in a variety of fields. (see page 57)

ATC - Advanced Technical Certificate

ATD - Applied Technology Diploma

CCC - College Credit Certificate

PSAV - Post Secondary Adult Vocational Certificate

Special programs for academic, professional, vocational and personal development are also available.

Competency Statements for all PBCC Degree Program Graduates

The Southern Association of Colleges and Schools (SACS) requires that all institutions insure that its degree program graduates (A.A., A.S. and A.A.S.) demonstrate competency in Reading, Writing, Oral Communications, Fundamental Mathematical Skills and the Basic Use of Computers (SACS 4.2.2). In addition, Palm Beach Community College requires that degree program graduates are competent in Information Literacy. The competencies can be achieved through the coursework listed for each competency area.

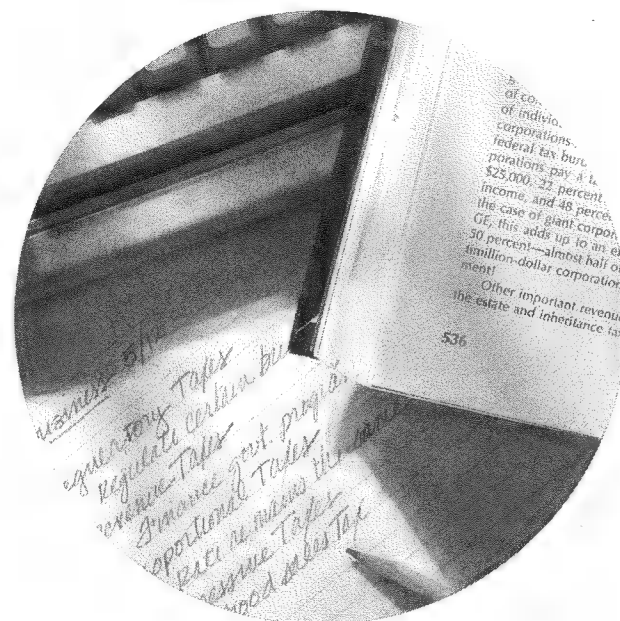
EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN FUNDAMENTAL READING SKILLS

All Palm Beach Community College students (in A.A., A.S., and A.A.S. programs) should be able to demonstrate literal and critical reading comprehension skills:

- **Literal comprehension skills** include recognizing main ideas in a given passage, identifying supporting details, and determining meaning of words on the basis of context.
- **Critical comprehension skills** include recognizing the author's purpose, tone, and overall organizational pattern; distinguishing between fact and opinion; detecting bias; recognizing explicit and implicit relationships within and between sentences; recognizing valid arguments; and drawing logical inferences and conclusions.

Methods of Assessment:

1. Students will complete one of the following course series:
 - ENC 1101 and ENC 1102
 - ENC 1121 and ENC 1122
 - ENC 1101 and ENC 1151 with grades of C or better.
- OR
2. For programs that do not require ENC 1102 or ENC 1151, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.



EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN FUNDAMENTAL WRITING SKILLS

All Palm Beach Community College students (in A.A., A.S., and A.A.S. programs) should be able to demonstrate the ability to develop a thesis or main idea statement by:

- Providing adequate support that reflects the ability to distinguish between generalized and concrete evidence.
- Arranging the ideas and supporting details in an organizational pattern appropriate to the purpose and the focus.
- Writing unified prose in which all supporting material is relevant to the thesis or main idea statement.
- Writing coherent prose, providing effective transitional devices that clearly reflect the organizational pattern and the relationship of parts.

Methods of Assessment:

1. Students will complete one of the following course series:
 - ENC 1101 and ENC 1102
 - ENC 1121 and ENC 1122
 - ENC 1101 and ENC 1151 with grades of C or better.
- OR
2. For programs that do not require ENC 1102 or ENC 1151, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN FUNDAMENTAL ORAL COMMUNICATION SKILLS

All PBCC students (in A.A., A.S., and A.A.S. programs) should be able to demonstrate:

- An understanding of the basic principles of human communication, both verbal and nonverbal.
- An understanding of the dynamics and skills of interpersonal, small group, and public communication.
- Effective oral presentation skills through the preparation and delivery of speeches for an audience.
- Effective critical and constructive listening skills.
- An understanding of the subjective nature of perception and its effect on communication.
- An understanding of their ethical and social obligations by utilizing careful research and solid supporting materials when engaged in informative and persuasive public communication.

Methods of Assessment:

1. Students will complete SPC 1016 with a grade of C or better.
- OR
2. For programs that do not include SPC 1016, students will demonstrate competency through the successful completion of other college-level courses that are identified by the program manager as being able to satisfy the above outcomes.

EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN FUNDAMENTAL MATHEMATICAL SKILLS

All PBCC students (in A.A., A.S., and A.A.S. programs) should be able to:

- demonstrate basic number sense, using the four operations (+, -, *, /) involving integers, fractions and decimals.
- solve real-world problems that require the use of variables and the use of percents.
- interpret information from simple graphs.
- demonstrate skills in elementary geometry (including calculations of areas and perimeters).

Methods of Assessment:

1. Students will complete at least one Gordon Rule mathematics course with a grade of C or better.
- OR
2. For programs that do not include a Gordon Rule mathematics course, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN BASIC COMPUTER USE

All PBCC students (in A.A., A.S., and A.A.S. programs) should be able to:

- Input data (type) and word process.
- Save files, edit and print.
- Navigate the Internet, utilize e-mail and conduct electronic research.

Methods of Assessment:

1. Students will complete CGS1570, at least one Gordon Rule social science course, or EME 2040.
- OR
2. For programs that do not include CGS1570, a Gordon Rule social science course, or EME 2040, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN INFORMATION LITERACY

The information literate student is able to recognize when information is needed, locate information in many formats, and evaluate and effectively use the information needed to become an independent life-long learner.

All Palm Beach Community College students (in A.A., A.S., and A.A.S. programs) will make significant progress to complete the following competencies:

- Determine the nature and extent of the information needed.
- Access needed information effectively and efficiently.
- Evaluate information and its sources critically and incorporate selected information into his or her knowledge base and value system.
- Use information effectively to accomplish a specific purpose.
- Understand many of the ethical, legal and socio-economic issues surrounding the use of information.
- Access and use information ethically and legally.

Methods of Assessment:

1. Students will complete one of the following courses with a grade of C or better: ENC 1102, LIS 2004, or an Honors course.
- OR
2. Students demonstrate competencies through other courses or online tutorial that are identified by the program manager to satisfy the outcomes listed.

Associate in Arts (A.A.) Transfer Degree

Palm Beach Community College's Associate in Arts (A.A.) transfer degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree. Students spend the first two years at PBCC, then their last two years at a university. During their two years at PBCC, students take the same courses that they would take as a freshman or sophomore at a university. That means a student plans his/her program of study around the planned major or career and the state university he/she wants to attend. A student graduates with an A.A. degree from PBCC, transfers to a university, and earns a bachelor's degree in one of hundreds of different major areas available at the state universities.

The A.A. degree requirements include 36 credit hours of general education courses and 24 credit hours of university transfer program courses. It is important that a student select appropriate courses in both the General Education and university transfer program areas. A PBCC advisor can assist you to select the proper courses or you can use the FACTS.org on-line system detailed on page 55.

GUARANTEED TRANSFER TO THE STATE UNIVERSITY SYSTEM

All Florida community college Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement 6A-10.024. The Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system. Guarantee of university admission does not guarantee

General Education Requirements for the A.A. Degree

To earn an A.A. degree, students must complete 36 hours of General Education courses from the five areas of General Education. Courses that meet Gordon Rule requirements (24,000 written words) are listed with "GR" along with the number of words that each course fulfills, e.g., GR 6,000.

Area I - COMMUNICATIONS - 3 CREDIT HOURS

Select one of the following courses:

| | | |
|----------|------------------------------|------------|
| ENC 1101 | College Composition I | (GR 6,000) |
| ENC 1121 | Honors College Composition I | (GR 6,000) |

Select one of the following courses:

| | | |
|----------|-------------------------------|------------|
| ENC 1102 | College Composition II | (GR 7,000) |
| ENC 1122 | Honors College Composition II | (GR 7,000) |
| ENC 1141 | Writing About Literature | (GR 7,000) |

Students must take the following course:

| | | |
|----------|--------------------------------------|------------|
| SPC 1016 | Fundamentals of Speech Communication | (GR 2,000) |
|----------|--------------------------------------|------------|

Area II - HUMANITIES - 6 CREDIT HOURS

Select one of the following courses:

| | | |
|----------|---|------------|
| AML 2010 | American Literature to 1865 | (GR 3,000) |
| AML 2020 | American Literature after 1865 | (GR 3,000) |
| ENL 2012 | English Literature before 1800 | (GR 3,000) |
| ENL 2022 | English Literature after 1800 | (GR 3,000) |
| LIT 2090 | Contemporary Literature | (GR 3,000) |
| LIT 2110 | World Literature before the Renaissance | (GR 3,000) |
| LIT 2120 | World Literature after the Renaissance | (GR 3,000) |

Approved Transfer Literature*

*(Verify course credit with an advisor.)

Select one of the following courses:

| | | |
|----------|----------------------|------------|
| ARH 1000 | Art Appreciation | (GR 2,000) |
| ARH 2050 | Art History I | (GR 2,000) |
| ARH 2051 | Art History II | (GR 2,000) |
| MUL 1010 | Music Appreciation | (GR 2,000) |
| THE 1000 | Theater Appreciation | (GR 2,000) |

Approved Transfer Humanities*

*(Verify course credit with an advisor.)

Area III - MATHEMATICS - 6 CREDIT HOURS

Select two of the following courses:

| | | |
|---------|--|----------|
| MAC1105 | College Algebra | (GR) (3) |
| MAC1114 | Trigonometry | (GR) (3) |
| MAC1140 | Precalculus | (GR) (3) |
| MAC2233 | Survey of Calculus (for Business Majors) | (GR) (3) |
| MAC2311 | Calculus with Analytic Geometry I | (GR) (4) |
| MAC2312 | Calculus with Analytic Geometry II | (GR) (4) |
| MAC2313 | Calculus with Analytic Geometry III | (GR) (4) |
| MAP2302 | Differential Equations | (GR) (3) |
| MGF1106 | Liberal Arts Mathematics | (GR) (3) |

-or-

| | | |
|----------|------------------------|----------|
| MGF 1111 | Geometry -and- | (1) |
| MGF 1112 | Math Logic -and- | (1) |
| STA 1021 | Probability/Statistics | (1) |
| MGF1107 | Finite Mathematics | (GR) (3) |
| MTG2206 | College Geometry | (GR) (3) |
| STA 2023 | Statistics | (GR) (3) |

Approved Transfer Mathematics*

*(Verify course credit with an advisor.)

admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher GPA and/or higher test scores, or auditions and/or portfolios. Selection for admissions to university limited access programs is competitive. However, community college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

OTHER TRANSFER OPPORTUNITIES FOR THE ASSOCIATE IN ARTS DEGREE

PBCC has transfer agreements with several private colleges and universities from around the nation. Included are all the members of Independent Colleges and Universities of Florida (ICUF). Please consult the PBCC web site for transfer agreement information at www.pbcc.edu/transfer.

FOREIGN LANGUAGE REQUIREMENT

For undergraduate admission to a state university, students must have earned two credits of sequential foreign language at the high school level. If a student did not complete this requirement while in high school, the requirement can be met through successful completion of eight credit hours in one foreign language, or demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test. Satisfaction of this university admission requirement may not satisfy a specific university graduation requirement of foreign language for certain majors. Students are encouraged to determine the graduation requirements for the university they plan to attend.

Area IV - NATURAL SCIENCES - 9 CREDIT HOURS

Students must take the following course:

| | | |
|--------------------------|---|--|
| HSC 2100 | Health Concepts and Strategies | |
| OR | | |
| Approved Transfer Health | (Verify course credit with an advisor.) | |

Select two of the following courses:

| | | |
|--------------------|--|-----|
| AST 1002 | Descriptive Astronomy | (3) |
| AST 1003 | Planetary Astronomy | (3) |
| AST 1004 | Stellar & Galactic Astronomy | (3) |
| BOT 1010/BOT 1010L | General Botany and Lab | (4) |
| BSC 1005 | Concepts of Biology (Non-Science Major) (Lab BSC 1010L optional) | (3) |
| BSC 1010 | Principles of Biology (3)(Lab optional) | (1) |
| BSC 1011/BSC 1011L | Principles of Biology II and Lab | (4) |
| BSC 1050 | Environmental Conservation | (3) |
| BSC 1085/BSC 1085L | Anatomy and Physiology I and Lab | (4) |
| BSC 1086/BSC 1086L | Anatomy and Physiology II and Lab | (4) |
| CHM1015 | Principles of Chemistry (Lab optional) | (3) |
| CHM1040 | General Chemistry I | (3) |
| CHM1041/CHM 1041L | General Chemistry II and Lab | (4) |
| CHM2046/CHM 2046L | General Chemistry III and Lab | (4) |
| GLY 1000 | Descriptive Geology | (3) |
| MCB 2010/MCB 2010L | Microbiology and Lab | (4) |
| OCE 1001 | Introduction to Oceanography (Lab Optional) | (3) |
| PHY 1001 | Applied Physics | (3) |
| PHY 2048/PHY 2048L | General Physics with Calculus I and Lab | (5) |
| PHY 2049/PHY 2049L | General Physics with Calculus II and Lab | (5) |
| PHY 2053 | General Physics I | (4) |
| PHY 2054 | General Physics II | (4) |
| PSC 1101 | Earth Science | (3) |
| PSC 1341 | Physical Science for Today's World | (3) |
| ZOO1010 | General Zoology | (3) |
| ZOO1010L | General Zoology Lab | (1) |

Approved Transfer Science (Verify course credit with an advisor.)

Area V - SOCIAL SCIENCE - 6 CREDIT HOURS

Select one of the following courses:

| | | |
|----------|--|------------|
| ANT 2000 | Anthropology | (GR 2,000) |
| ECO 2013 | Principles of Macroeconomics | (GR 2,000) |
| GEO 1010 | Principles of Geography & Conservation | (GR 2,000) |
| PSY 2012 | General Psychology | (GR 2,000) |
| SYG 1230 | American Minorities Today | (GR 2,000) |
| SYG 2000 | Introduction to Sociology | (GR 2,000) |
| SYG 2010 | American Social Problems | (GR 2,000) |

Approved Transfer Social Science*

*(Verify course credit with an advisor.)

Select one of the following courses:

| | | |
|----------|-------------------------------------|------------|
| AMH 2010 | US History to 1865 | (GR 2,000) |
| POS 1001 | Introduction to Political Science | (GR 2,000) |
| POS 1041 | Introduction to American Government | (GR 2,000) |
| POS 2112 | American State and Local Government | (GR 2,000) |

Approved Transfer Political Science*

*(Verify course credit with an advisor.)

GRADUATION REQUIREMENTS FOR THE A.A. DEGREE

Responsibility for understanding and meeting the requirements for graduation rests with the student. Refer to the Graduation Requirements information provided in the Academic Policies section of this catalog.

GENERAL EDUCATION PHILOSOPHY

General Education at Palm Beach Community College seeks to provide students with intellectual and critical skills needed to meet the challenges of a complex and diversified world.

General Education at PBCC is designed to prepare students to:

1. Think critically and clearly.
2. Read and write comprehensively and critically.
3. Achieve effective oral communication and listening skills.
4. Understand and apply fundamental mathematics.
5. Develop an understanding and sensitivity to diversity.
6. Develop an appreciation for arts and humanities.
7. Develop ethical standards.
8. Understand basic scientific concepts and principles of scientific investigation.
9. Demonstrate basic competency in the use of computers.
10. Understand and apply holistic concepts of wellness.

Florida Statute 240.115 specifies that General Education courses come from five core areas: communications, humanities, mathematics, natural science and social science. In accordance with the state articulation agreement (State Board of Education Rule 6A-10.024), each community college and/or university shall honor the completion of General Education courses if such completion is noted on the student's transcript. The State of Florida requires all public community colleges and universities to include a specified amount of writing and mathematics in their curriculum to ensure students have achieved substantial competency in these areas as specified in State Board of Education Rule 6A-10.30 (Gordon Rule). General Education courses must be completed with a "C" or higher to apply to any degree program.

UNIVERSITY TRANSFER PROGRAM COURSES

In addition to the 36 credit hours of General Education, the A.A. degree contains 24 credit hours of university transfer program courses. It is very important that a student select courses at PBCC that satisfy admission requirements to the student's desired program at the university. Please consult with a PBCC advisor or refer to page 55 on the FACTS.org system.

Choosing the Proper Courses to Satisfy University Admission Requirements

All state universities have provided lists of courses that meet admission requirements for each of its majors. These lists, also known as "common prerequisites," detail to the student the required courses needed in both General Education and university transfer program courses. In order to have each course at PBCC count towards A.A. graduation and facilitate transfer to the desired major at the university, students should target their desired transfer university and major early in their coursework at PBCC. Once a student has identified the university and program, finding the correct courses to take at PBCC can be accomplished by:

1. Meeting on a regular basis with a PBCC advisor who can track your progress and make sure you are taking the correct courses for your desired university and major;
- OR
2. Using the Internet Web site developed by the State of Florida to facilitate student transfer called FACTS (Florida Academic Counseling and Tracking for Students).

**OVERVIEW OF "FACTS" (www.facts.org)**

The FACTS on-line system is the first of its kind in the nation to provide comprehensive access to counseling and advising information to students. The system, at www.facts.org, provides the student with access to information on programs at Florida's 28 community colleges and 10 universities. Students can access transcripts and grades, and they can "degree-shop" to see how effectively their credits can transfer to other colleges and universities. The major topics covered by FACTS include:

Choosing a College

FACTS links higher education institutions from all over Florida - community colleges and public and private universities.

Picking a Major

Through this section of FACTS students can narrow the search for academic programs by program subject area, institution, and/or degree level. They can view all the programs that a particular college offers or view all of the colleges that offer a certain program. Students who have selected their major can search Florida institutions offering degree programs in their area of interest.

College Admissions

Using the FACTS online common admissions application, students can apply to PBCC or to multiple participating Florida colleges at one time. They will only need to enter their personal information once, but should keep in mind that most colleges charge application fees. It is important to visit individual Web Sites for additional information that relates to specific colleges or universities.

Financial Aid Information

The purpose of the FACTS Financial Aid Information Page is to assist Florida students and their families in obtaining information on student financial assistance for higher education. FACTS provides a convenient single location to access information on student financial assistance programs and Florida institutions.

Academic Advising

Currently enrolled, transfer, or returning students may be able to access their personal information and utilize the following tools:

- Sample Degree Audit, to review requirements of a particular degree program at selected institutions.
- Institutional Degree Audit, to compare the student's academic record at his/her home institution to the major currently on record.
- Degree Program Shopping, to compare the student's academic record to the particular degree programs at his/her home institution.

- Remote Degree Program Shopping, to compare the student's academic record to particular degree programs at another institution.
- Degree Planning, to compare the student's academic record along with courses he/she may want to take to particular degree programs at selected institutions.

Transcripts

Currently enrolled, transferring, or returning students may be able to access their unofficial PBCC transcript through FACTS. This transcript is unofficial because it does not contain the official registrar's seal and may not contain test information, enrollment history, major(s), classification, and degrees awarded. However, an unofficial transcript is an accurate list of courses and grades as recorded by the institution.

Career Guidance

FACTS and the Florida Department of Education partnered to provide students with the Internet version of Florida eChoices, a career exploration and information system from Careerware. Through eCHOICES, students can assess and identify their interests, and match those interests with occupations within Florida. The site also has extensive databases of occupations, colleges, universities and graduate schools.

SIGI PLUS

The System of Interactive Guidance and Information (SIGI PLUS), a career planning product of Educational Testing Services, is provided by FACTS and the Department of Education's Division of Workforce. SIGI PLUS helps individuals assess their work-related values, interests, and skills and search for related occupations and college majors. SIGI PLUS provides students and adults with a realistic view of the best educational and career options for their future success.

How to use FACTS

Most of the FACTS system does not require a log-in or password; you navigate the Web pages as in any other Internet site. However, applying to a college or university on-line requires a FACTS sign-on. A FACTS sign-on is a self-assigned, unique, log-in/password combination that is associated with all student-based personal information entered on the FACTS Web site. This sign-on is used to send your on-line application to PBCC or another college or university in the state of Florida.

To access their transcripts or run a degree audit, students are required to use their student ID number and PIN code that they use in registering on-line at PBCC.

The FACTS system has on-line help and a glossary of terms to help users navigate through the system. PBCC student services personnel can also help students learn to navigate the FACTS system.

Associate in Science (A.S.) Degree

The Associate in Science (A.S.) degree is a career education degree of the community colleges in Florida, including PBCC. The A.S. is intended to prepare students for entry into employment. Though not considered a transfer degree, some transfer is possible as noted below.

The courses used to satisfy the General Education requirement are taken from the five areas of General Education and are listed in each program's requirements. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

GRADUATION REQUIREMENTS FOR THE A.S. DEGREE

Responsibility for understanding and meeting the requirements for graduation rests with the student. To be awarded the A.S. degree from PBCC, a student must do the following:

1. Satisfy admission requirements and successfully complete all required preparatory courses in reading, English and/or mathematics.
2. Complete the number of prescribed credit hours of the A.S. degree to be awarded, with a minimum of 15 hours of General Education.
3. Earn an overall grade point average (GPA) and a cumulative GPA in PBCC course work of at least 2.0.
4. Complete at least 25% of the student's course work at PBCC, excluding CLEP or credit by exam.
5. File an application for graduation (Grad Card) through an academic or program advisor by the deadline date listed in the College calendar.
6. Fulfill all financial obligations to the College.

The General Education courses of the A.S. degree, and some of the elective/occupational courses, may transfer. The General Education courses needed to satisfy the A.S. degree are noted in each program listing. The Statewide Course Numbering System classifies courses according to subject matter. A course may transfer to a participating institution that offers a course having the same number. Advisors can help identify courses that are accepted.

Two of the A.S. degrees at PBCC, Radiography and Hospitality Management, are covered in the state's career ladder agreement. Under this agreement, students who complete these programs are guaranteed admission to any of the state universities in the program designated to articulate with their degree, except for limited access programs and those requiring specific grades on particular courses for admission. For these two programs, the designated curriculum must be followed, and the General Education courses must be transferable. In addition, many A.S.

courses or programs are covered in agreements between PBCC and individual institutions. Advisors can help identify programs with agreements.

A.S. students who wish to also complete an A.A. or bachelor's degree may complete the remainder of the 36 General Education hours at PBCC. The dual degree will be indicated on the student transcript. The registrar should be notified that both degrees are desired.

Because the A.S. degree is primarily designed to prepare students for careers, the College maintains information on the employment success of program graduates. Completion rates, job placement statistics and salary information are available in the career centers.

TRANSFER OPPORTUNITIES FOR THE A.S. DEGREE.

PBCC has many opportunities to transfer your A.S. degree to public and private colleges and universities around the nation. The PBCC Web site at www.pbcc.edu/transfer has current information on these agreements, including work you would need to complete at PBCC to fulfill the transfer agreements. You may also consult with a PBCC advisor for more information on transfer agreements.

Associate in Applied Science (A.A.S.) Degree

The Associate in Applied Science (A.A.S.) degree is also a career education degree of the community colleges in Florida, including PBCC. This degree also is designed to prepare students for entry into employment.

The A.A.S. may include courses that will not typically apply to a baccalaureate program. This allows for General Education courses designed to more closely tie to the occupational area. For example, ENC 1151 (Applied Communications) will meet the communication General Education requirement for the A.A.S. degree, but not the A.S. degree. MAT 1033 (Intermediate Algebra) and MTB 1103 (Business Mathematics) will meet the mathematics General Education requirement for the A.A.S. degree, but not for the A.S. degree. Some A.A.S. programs are also offered as A.S. programs with different course requirements in English and Mathematics. In these cases, the General Education requirements are different, but the technical components of the program are the same. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

GRADUATION REQUIREMENTS FOR THE A.A.S. DEGREE

Responsibility for understanding and meeting the requirements for graduation rests with the student. To be awarded the A.A.S. degree from Palm Beach Community College, a student must do the following:

1. Satisfy admission requirements and successfully complete all required preparatory courses in reading, English and/or mathematics.
2. Complete the number of prescribed credit hours of the A.S. degree to be awarded, with a minimum of 15 hours of General Education.
3. Earn an overall grade point average (GPA) and a cumulative GPA in PBCC course work of at least 2.0.
4. Complete at least 25% of the student's course work at PBCC, excluding CLEP or credit by exam.
5. File an application for graduation (Grad Card) through an academic or program advisor by the deadline date listed in the College calendar.
6. Fulfill all financial obligations to the College.

Some of the General Education courses of the A.A.S. degree, and some of the elective/occupational courses, may transfer. The Statewide Course Numbering System classifies courses according to subject matter. A course may transfer to a participating institution that offers a course having the same number. Advisors can help identify courses that are accepted. Some A.A.S. courses or programs are covered in agreements between PBCC and individual institutions. Advisors can help identify programs with agreements.

A.A.S. students who wish to also complete an A.A. or bachelor's degree may complete the remainder of the 36 General Education hours at PBCC. The dual degree will be indicated on the student transcript. The registrar should be notified that both degrees are desired.

Since the A.A.S. degree is primarily designed to prepare students for careers, the College maintains information on the employment success of program graduates. Completion rates, job placement statistics and salary information are available in the career centers.

Certificate and Diploma Programs

In addition to the A.A., A.S. and A.A.S. degree, PBCC offers certificates and diplomas that offer the student specialized skills in career areas.

ADVANCED TECHNICAL CERTIFICATE (ATC)

An Advanced Technical Certificate (ATC) is a program of instruction of at least 9 but less than 45 credit hours of college-level courses. The ATC may be awarded to students who have already received a degree and are seeking an advanced, specialized planning program to supplement their associate or other degree.

Each ATC at PBCC has been developed to address individual specialty areas in either nursing or medical imaging. The courses that make up each ATC are focused on enhancing the excellence of health care delivery by the professional participant. PBCC offers eight ATCs in the following areas: Cardiovascular Intervention Technology, Cardiovascular Nursing, Community Home Health Nursing, Computed Tomography, Critical Care Nursing, Magnetic Resonance Imaging, Medical Surgical Nursing and Perioperative Nursing.

APPLIED TECHNOLOGY DIPLOMA (ATD)

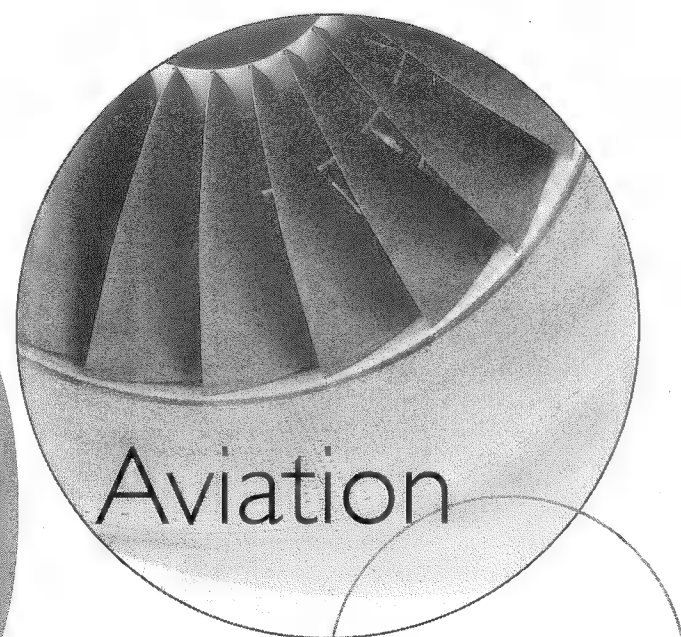
The Applied Technology Diploma (ATD) is a course of study that is part of an A.A.S. or A.S. degree, is less than sixty (60) credit hours, is approximately 50 percent of the technical component (non-General Education) and leads to employment in a specific occupation. An ATD program may consist of either vocational credit or college credit. ATDs articulate into the related A.S. or A.A.S. degree.

COLLEGE CREDIT CERTIFICATE (CCC)

The College Credit Certificate (CCC), also known as Post Secondary Vocational Certificate (PSVC), is a certificate that provides instruction consisting of college-level courses to prepare students for entry into employment. These credits can apply to the A.S. or A.A.S. degree.

POST SECONDARY ADULT VOCATIONAL (PSAV) CERTIFICATE

Post Secondary Adult Vocational (PSAV) programs provide instruction consisting of non-college-level courses to prepare for entry into employment. Completion of courses within the programs shall be recognized by the award of units of measure called vocational credit.



AAS/AS

Professional Pilot Technology

SPECIALTY TRACKS:

MAINTENANCE MANAGEMENT

OPERATIONS

PROFESSIONAL PILOT

Professional Pilot Technology AAS/AS

This program offers three tracks. They are designed to prepare the student to work in flight operations management, to become a commercial pilot, or to allow the individual who currently holds the Airframe Certificate and/or Powerplant Mechanics Certificate issued by the Federal Aviation Administration (FAA) to pursue a two-year degree that will give management skills and knowledge for advancement within the aviation maintenance or flight operation industry.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.



MAINTENANCE MANAGEMENT TRACK

AAS A161 / AS 2171

This program track is designed to allow the individual who currently holds (1) an Airframe Certificate and (2) a Powerplant Mechanics Certificate, issued by the Federal Aviation Administration (FAA), to pursue a two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry.

College credit toward the A.A.S. and A.S. degrees will be awarded for the following current FAA certificates (See Experiential Learning, Award of Credit):

- Airframe Mechanic Certificate - provides 12 credit hours
- Powerplant Mechanic Certificate - provides 12 credit hours.

| General Education Requirements | Credits |
|---|-----------|
| ENC 1101 College Composition I (A.S. students) | 3 |
| ENC 1151 Applied Communications (A.A.S. students) | (3) |
| MAC1105 College Algebra (A.S. students) | 3 |
| MTB 1103 Business Mathematics (A.A.S. students) | (3) |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | 15 |

Required Courses

| | |
|--|-----------|
| ASC 1210 Aero-Meteorology | 3 |
| ASC 1310 Aero-Safety and Regulations | 2 |
| AVM2010 Aerospace and Air Travel | 3 |
| - or - | |
| the following two courses: | |
| ATF 2500 Certified Flight Instructor | (1) |
| - and - | |
| ATT 2131 Flight Instructor Ground School | (2) |
| BUL 2241 Business Law I | 3 |
| CGS 1060 PC Starter | 1 |
| GEB 1011 Introduction to Business | 3 |
| MAN2021 Principles of Management | 3 |
| PHY 1001 Applied Physics (A.S. students) | 3 |
| ATT 1100 Private Pilot Ground School (A.A.S. Students) | (3) |
| Power Plant Certificate | 12 |
| Airframe Certificate | 12 |
| Total Required Course Credits | 45 |

Electives (Select 4 credits)

| | |
|---|----------|
| ATF 2400 Multi-Engine Flight (or other course approved by department chair) | (1) |
| Course approved by department chair | 3 |
| Total Required Elective Credits | 4 |

| | |
|------------------------------|-----------|
| Total Program Credits | 64 |
|------------------------------|-----------|

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2171.asp

OPERATIONS TRACK

AAS A162/AS 2172

The following credit is given to the student who holds the Private Pilot Certificate:

| | |
|--------------------------------------|---|
| ATF 1100 Flight - Private | 3 |
| ATT 1100 Private Pilot Ground School | 3 |

General Education Requirements Credits

| | |
|---|-----|
| ENC 1101 College Composition I (A.S. students) | 3 |
| ENC 1151 Applied Communications (A.A.S. students) | (3) |
| MAC1105 College Algebra (A.S. students) | 3 |
| MTB 1103 Business Mathematics (A.A.S. students) | (3) |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |

| | |
|---|-----------|
| Total Required General Education Credits | 15 |
|---|-----------|

Required Courses

| | |
|---|-----|
| ACG 2022 Financial Accounting | 4 |
| ASC 1210 Aero-Meteorology | 3 |
| ASC 1310 Aero-Safety and Regulations | 2 |
| ASC 1640 Propulsion Systems | 3 |
| ATT 1100 Private Pilot Ground School | 3 |
| AVM2010 Aerospace and Air Travel | 3 |
| - or - | |
| the following two courses: | |
| ATF 2500 Certified Flight Instructor | (1) |
| - and - | |
| ATT 2131 Flight Instructor Ground School | (2) |
| BUL 2241 Business Law I | 3 |
| CGS 1570 Microcomputer Applications | 3 |
| ECO 2013 Principles of Macroeconomics | 3 |
| GEB 1011 Introduction to Business | 3 |
| GEO 1010 Principles of Geography and Conservation (A.A.S. students) | (3) |
| MAN2021 Principles of Management | 3 |
| PHY 1001 Applied Physics (A.S. students) | 3 |
| POS 1001 Introduction to Political Science | 3 |
| PSC 1101 Earth Science | 3 |
| SBM 2000 Small Business Management | 3 |

| | |
|--------------------------------------|-----------|
| Total Required Course Credits | 45 |
|--------------------------------------|-----------|

Electives (Select 4 credits)

| | |
|---|-----|
| ATF 2400 Multi-Engine Flight (or other course approved by department chair) | (1) |
| Course approved by department chair | 3 |

| | |
|--|----------|
| Total Required Elective Credits | 4 |
|--|----------|

| | |
|------------------------------|-----------|
| Total Program Credits | 64 |
|------------------------------|-----------|

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2172.asp

PROFESSIONAL PILOT TRACK

AAS A163/AS 2197

The following credit shall be given if the student holds these certificates: Private Pilot Certificate provides: 6 credit hours for ATF 1100 and ATT 1100.

Instrument Certificate provides: 12 credit hours for ATF 1100, ATF 2300, ATT 1100 and ATT 2120.

Commercial Pilot Certificate provides: 12 credit hours for ATF 1100, ATF 2200, ATT 1100 and ATT 2110.

Students enrolling in the Professional Pilot Technology A.A.S. or A.S. degree program at Palm Beach Community College must follow these procedures to receive credit for flight courses required to complete these degrees.

1. All flight time must be logged and certified by an FAA-certified flight instructor for the rating for which credit is being sought.
2. Minimum flight time requirements for Part 61 (minimum 40 hours) or Part 141 (minimum 35 hours) Federal Aviation Regulations (FAR) must be met.
3. All written examinations required for the rating sought must be passed with a minimum grade as specified by the FAA.
 - A. Written proof of passing the required FAA check ride must be submitted to the department chair before credit can be granted for the following courses: ATF 1100, ATF 2200, ATF 2300, ATF 2400, ATF 2500.
 - B. Proof of passing the appropriate FAA written examination with a grade of 85 percent or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the department chair: ATT 1100, ATT 2120.
4. To qualify for reduced flight-time requirements under FAR Part 141, the student must take flight training from an approved flight school and ground training from an approved ground school. The department chair will provide a list of currently approved flight schools for the student.

General Education Requirements

| | | Credits |
|----------|--|---------|
| ENC 1101 | College Composition I (A.S. students) | 3 |
| ENC 1151 | Applied Communications (A.A.S. students) | (3) |
| MAC 1105 | College Algebra (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |

Total Required General Education Credits**15****Required Courses**

| | | |
|----------|--------------------------------------|---|
| ASC 1101 | Aero-Navigation | 3 |
| ASC 1210 | Aero-Meteorology | 3 |
| ASC 1310 | Aero-Safety and Regulations | 2 |
| ASC 1640 | Propulsion Systems | 3 |
| ASC 2550 | Aerodynamics | 3 |
| ATF 1100 | Flight - Private | 3 |
| ATF 1150 | Intermediate Flight Lab | 1 |
| ATF 1600 | Basic Flight Simulator | 1 |
| ATF 2200 | Flight - Commercial | 3 |
| ATF 2250 | Advanced Flight Lab | 1 |
| ATF 2300 | Flight - Instrument | 3 |
| ATF 2400 | Multi-Engine Flight | 1 |
| ATF 2605 | Intermediate Flight Simulator | 1 |
| ATF 2610 | Advanced Instrument Flight Simulator | 1 |
| ATT 1100 | Private Pilot Ground School | 3 |
| ATT 2120 | Instrument Ground School | 3 |
| ATT 2110 | Commercial Pilot Ground School | 3 |
| AVM2010 | Aerospace and Air Travel | 3 |

- or -
the following two courses:

| | | |
|----------|--|-----|
| ATF 2500 | Certified Flight Instructor Flight | (1) |
| | - and - | |
| ATT 2131 | Flight Instructor Ground School | (2) |
| CGS 1060 | PC Starter | 1 |
| PHY 1001 | Applied Physics (A.S. students) | 3 |
| GEO 1010 | Principles of Geography and Conservation (A.A.S. students) | (3) |

Total Required Course Credits**45****Electives**

| | | |
|----------|--|---|
| ATF 2691 | Instrument Refresher Simulator Laboratory (or course approved by department chair) | 1 |
| ENC 1151 | Applied Communications (A.S. students) | |
| | - or - | |
| ENC 1102 | College Composition II | 3 |

Total Required Elective Credits**4****Total Program Credits****64**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2197.asp

Automotive Body Repair

PSAV 5461

This program is designed to prepare the student for employment as automotive body-related repairers and automobile body repairers.

The course content will include: basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing and other miscellaneous repairs.

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. Students are also instructed in: use of hand and power tools; panel repairs; use of spray equipment; use of frame and alignment equipment; application of body fillers; paint systems; use of shop materials; glass replacement and use of oxyacetylene and plastic welders.

Required Courses**Clock Hours**

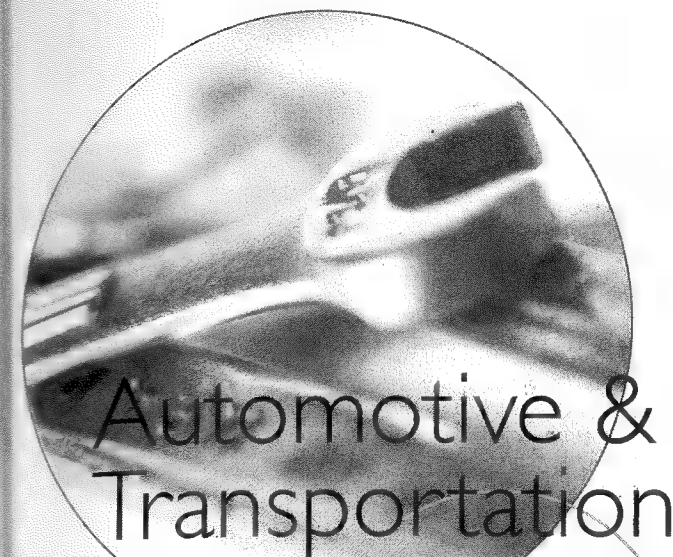
| Group A | | |
|----------------------------|--|-------------|
| ARR 0011 | Introduction to Automotive Safety and Repair | 50 |
| ARR 0101 | Introduction to Automotive Collision Repair and Refinishing I | 175 |
| ARR 0102 | Introduction to Automotive Collision Repair and Refinishing II | 175 |
| ARR 0960 | Employability and Entrepreneurship | 40 |
| ARR 0962 | Applied Academics | 60 |
| Group B | | |
| ARR 0020 | Automotive Collision Estimating | 100 |
| Group C | | |
| ARR 0313 | Automotive Frame and Body Repair | 150 |
| Group D | | |
| ARR 0121 | Automotive Refinishing I | 175 |
| ARR 0122 | Automotive Refinishing II | 150 |
| Group E | | |
| ARR 0241 | Automotive Body Repair I | 175 |
| ARR 0242 | Automotive Body Repair II | 150 |
| Total Program Hours | | 1400 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5461.asp



PSAV

Automotive Body Repair

Automotive Detail

Automotive Mechanics

Commercial Vehicle Driving

Diesel Technology

Gasoline Engine Service Technology

Automotive Detail PSAV 5462

This program is designed to prepare the student for employment as an automobile detailer. Shop or laboratory activities are an integral part of this program and provide instruction in the use of hand and power tools, interior and exterior cleaning of vehicles, fabric and vinyl repairs, cleaning and preservation of vehicle paint surfaces and application of pinstripes and window tint.

This curriculum is under development. For more information, visit PBCC's Workforce Development Web page:

www.pbcc.edu/workforce/index.htm

| | |
|----------------------------|------------|
| Total Program Hours | 450 |
|----------------------------|------------|

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5462.asp

Automotive Mechanics PSAV 5463

This program is designed to prepare the student for employment and/or specialized training in the automotive industry. The Automotive Service Technology Program provides for instruction in eight areas of automobile specialization. Competencies to exit for employment are established by the Automotive Industries for Industry Training Standards.

Shop or laboratory activities are an integral part of the Automotive Technologies program. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

| Required Courses | Clock Hours |
|--|-------------|
| Group A | |
| AER 0006 Introduction to Automotive Services | 135 |
| Group B | |
| AER 0306 Automotive Systems Repair and Maintenance I | 150 |
| AER 0307 Automotive Systems Repair and Maintenance II | 135 |
| Group C | |
| AER 0110 Automotive Engine Repair | 135 |
| Group D | |
| AER 0250 Automotive Automatic Transmissions and Transaxles | 185 |
| Group E | |
| AER 0270 Automotive Manual Transmissions and Transaxles | 135 |
| Group F | |
| AER 0450 Automotive Steering and Suspension | 135 |

| | | |
|--|-------------|-----|
| Group G | | |
| AER 0411 Automotive Brake Systems | | 135 |
| Group H | | |
| AER 0315 Automotive Electrical and Electronic Systems I | 135 | |
| AER 0316 Automotive Electrical and Electronic Systems II | | 100 |
| Group I | | |
| AER 0171 Automotive Heating & Air Conditioning | 135 | |
| Group J | | |
| AER 0344 Automotive Engine Performance I | 150 | |
| AER 0345 Automotive Engine Performance II | 135 | |
| Total Program Hours | 1800 | |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5463.asp

Commercial Vehicle Driving

This program is designed to prepare the student for licensing as a commercial vehicle driver. Two tracks are available - Tractor Trailer Commercial Driver License (CDL) and Truck and Bus Commercial Driver License (CDL). They are taught by an authorized agency contracted by PBCC.

TRACTOR TRAILER CDL CLASS A PSAV 5206

| Required Courses | Clock Hours |
|--|-------------|
| CDO 0100 Tractor Trailer Driver Training (CDL A) | 160 |

TRUCK AND BUS CDL CLASS B PSAV 5207

| Required Courses | Clock Hours |
|--|-------------|
| CDO 0200 Truck and Bus Driver Training (CDL B) | 120 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5206.asp

Diesel Technology PSAV 5468

This program is designed to prepare the student for employment in a variety of occupations in the diesel engine industry. Training is provided to develop competencies in shop organization, management and safety procedures; using tools and equipment; applying math and science to diesel technology operations and employability skills.

| Required Courses | Clock Hours |
|---|-------------|
| Group A | |
| DIM 0001 Intro to Diesel Engine Mechanic I | 45 |
| DIM 0002 Intro to Diesel Engine Mechanic II | 45 |
| DIM 0010 Basic Diesel Engine Systems and Service I | 60 |
| DIM 0011 Basic Diesel Engine Systems and Service II | 90 |
| DIM 0013 Basic Diesel Engine Systems and Service III | 90 |
| DIM 0700 Professional Development in Diesel Technology | 30 |
| Group B | |
| DIM 0300 Diesel Electrical/Electronics Technician I | 120 |
| DIM 0301 Diesel Electrical/Electronics Technician II | 120 |
| Group C | |
| DIM 0151 Diesel Engine Preventative Maintenance I | 120 |
| Group D | |
| DIM 0152 Diesel Engine Preventative Maintenance II | 120 |
| Group E | |
| DIM 0530 Diesel Brakes Technician I | 120 |
| DIM 0551 Diesel Brakes Technician II | 120 |
| Group F | |
| DIM 0401 Diesel Hydraulics Technician | 120 |
| Group G | |
| DIM 0610 Diesel Heating and Air Conditioning Technician | 120 |
| Group H | |
| DIM 0500 Diesel Steering and Suspension Technician | 120 |
| Group I | |
| DIM 0210 Diesel Power Train Technician | 240 |
| DIM 0542 Diesel Track Technician | 60 |
| Total Program Hours | 1740 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5468.asp

Gasoline Engine Service Technology PSAV 5467

This program is designed to prepare the student for initial employment or advanced training in the gasoline engine service technology industry and for a career as a small gas engine mechanic.

This program is a planned sequence of courses consisting of five areas of instruction as follows:

- 1) assembler (setup)
- 2) clerk, parts
- 3) installer and repairer
- 4) helper, mechanic and repairer
- 5) small gas engine mechanic

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

This curriculum is under development. For more information, visit PBCC's Workforce Development Web page:

www.pbcc.edu/workforce/index.htm

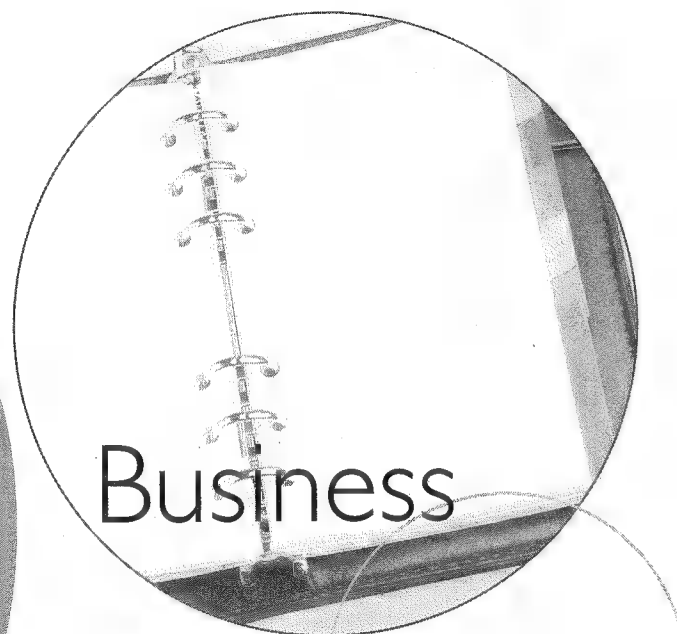
| | |
|----------------------------|-------------|
| Total Program Hours | 1200 |
|----------------------------|-------------|

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 8; English: 8; Mathematics: 8

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5467.asp



Business

PSAV

Accounting Operations

Life, Health and Variable
Annuities Agent

Property and Casualty
General Lines Agent

Real Estate Sales Agent

AAS/AS

Accounting Technology

SPECIALTY TRACKS:

STAFF ACCOUNTANT

FULL-CHARGE BOOKKEEPING

Business Administration and
Management

Marketing Management

SPECIALTY TRACKS:

RETAILING

MARKETING

Paralegal

Accounting Operations PSAV 5044

The Accounting Operations Certificate is a noncredit PSAV program that prepares students for entry-level positions with a broad base of skills. Employment opportunities might include accounting clerk, bookkeeper or accounting assistant. The program provides the beginning accounting principles and practices through the full accounting cycle of various types of entities. Manual and automated accounting systems will be taught with an emphasis on commonly used accounting software.

The foundation courses in Group A and B teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced courses in Group C and D teach bookkeeping, employment skills, journalizing, posting, spreadsheets and accounting software. The curriculum is based on state guidelines. Students who complete this program may be eligible to receive credits toward the A.A.S. or A.S. degree in Accounting Technology. For more information, contact the department chair.

| Required Courses | | Clock Hours |
|-------------------------------------|---|-------------|
| Group A General Office Clerk | | |
| OTA 0100 | Introduction to Keyboarding/Word Processing | 60 |
| OTA 0421 | Introduction to Office Operations | 90 |
| Group B Accounting Clerk | | |
| OTA 0131 | Building Speed and Accuracy | 60 |
| OTA 0423 | Business Office Operations | 90 |
| ACO 0101 | Beginning Bookkeeping | 200 |
| Group C Bookkeeper | | |
| ACO 0601 | The Accounting Environment I | 100 |
| ACO 0102 | Advanced Bookkeeping | 200 |
| Group D Accounting Assistant | | |
| ACO 0605 | The Accounting Environment II | 100 |
| | - or - | |
| ACO 0949 | Accounting Externship* | |
| Total Program Hours | | 900 |

*Prior permission of employer and program coordinator is required.

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/5044.asp

Life, Health and Variable Annuities Agent PSAV 5470

This program will prepare students for an entry-level insurance position. Students can take a 40-hour classroom lecture or participate in 36 hours online with the final 4 hours in the classroom. Entry-level insurance agents understand insurance terminology and concepts, federal and state regulations and legal contracts. Program content includes development of communication, critical thinking, human relations and employability skills. Upon successful completion of this program, students may take the Florida Department of Insurance examination for licensure in Life, Health & Variable Annuities.

| Required Courses | | Clock Hours |
|----------------------------|--------------------------------------|-------------|
| RMI 0092 | Life, Health, and Variable Annuities | 40 |
| Total Program Hours | | 40 |

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/5470.asp

Property and Casualty General Lines Agent PSAV 5469

This program will prepare students for an entry-level general lines insurance position. Entry-level insurance agents understand automobile insurance, fire and allied lines, general liability, homeowners insurance, crime and surety, workers compensation, inland and ocean marine and aviation. Program content includes development of communication, critical thinking, human relations and employability skills. Upon successful completion of this program, students may take the Florida Department of Insurance exam for licensure in Property & Casualty/General Lines.

| Required Courses | | Clock Hours |
|----------------------------|-------------------------------------|-------------|
| RMI 0091 | Property and Casualty/General Lines | 200 |
| Total Program Hours | | 200 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/5469.asp

Real Estate Sales Agent PSAV 5499

This program is designed to prepare the student for employment as a real estate sales agent or to provide supplemental training to anyone previously or currently employed in this occupation. It will also prepare the student for the Florida State Real Estate Salesperson's license examination.

| Required Courses | | Clock Hours |
|----------------------------|--------------------------------------|-------------|
| REE 0047 | Real Estate Principles and Practices | 63 |
| Total Program Hours | | 63 |

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/5499.asp



Accounting Technology AAS/AS

This program offers two options: the Staff Accountant Track and the Full-Charge Bookkeeper Track. It is designed for the student who will seek immediate employment in the accounting field upon graduation or who is presently employed in accounting and allied fields and desires advancement.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

STAFF ACCOUNTANT TRACK

AAS A042/AS 2050

| General Education Requirements | Credits |
|--|-----------|
| ENC 1101 College Composition I (A.S. students) | 3 |
| ENC 1151 Applied Communications (A.A.S. students) (3) | |
| HSC 2100 Health Concepts & Strategies | 3 |
| MGF 1106 Liberal Arts Mathematics (or higher level Math) (A.S. students) | 3 |
| MTB 1103 Business Mathematics (A.A.S. students) (3) | |
| OST 1332 Business Presentations | |
| - or - | |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | 18 |

Required Courses

| | |
|--|-----------|
| ACG 2022 Financial Accounting | 4 |
| ACG 2071 Managerial Accounting | 3 |
| ACG 2100 Intermediate Accounting | 3 |
| ACG 2360 Cost Accounting | 3 |
| ACG 2450 Microcomputer Operations - Accounting | 3 |
| ACG 2661 Accounting Information Systems | 3 |
| BUL 2241 Business Law I | |
| - or - | |
| GEB 1011 Introduction to Business | |
| - or - | |
| MAN2021 Principles of Management | 3 |
| CGS 1570 Microcomputer Applications | 3 |
| MNA2100 Human Relations in Business | 3 |
| OST 2335 Business Communications | 3 |
| TAX 2000 Federal Income Tax I | 3 |
| TAX 2010 Federal Income Tax II | 3 |
| Total Required Course Credits | 37 |

Electives

Business/Accounting Electives
(STA 2023 is recommended)

| | |
|--|-----------|
| Total Required Elective Credits | 6 |
| Total Program Credits | 43 |

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2050.asp

FULL-CHARGE BOOKKEEPING TRACK

AAS A041/AS 2047

| General Education Requirements | Credits |
|--|-----------|
| ENC 1101 College Composition I (A.S. students) | 3 |
| ENC 1151 Applied Communications (A.A.S. students) (3) | |
| HSC 2100 Health Concepts & Strategies | 3 |
| MGF 1106 Liberal Arts Mathematics (or higher level Math) | 3 |
| OST 1332 Business Presentations | |
| - or - | |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | 18 |

Required Courses

| | |
|--|-----------|
| ACG 2022 Financial Accounting | 4 |
| ACG 2071 Managerial Accounting | 3 |
| ACG 2450 Microcomputer Operations - Accounting | 3 |
| APA 1111 Bookkeeping I | 3 |
| APA 1121 Bookkeeping II | 3 |
| APA 2172 Computerized Bookkeeping | 4 |
| BUL 2241 Business Law I | |
| - or - | |
| GEB 1011 Introduction to Business | |
| - or - | |
| MAN2021 Principles of Management | 3 |
| CGS 1570 Microcomputer Applications | 3 |
| MTB 1103 Business Mathematics | 3 |
| OST 2335 Business Communications | 3 |
| OST 2402 Office Procedures & Technology | 3 |
| TAX 2000 Federal Income Tax I | 3 |
| Total Required Course Credits | 38 |

Electives

| | |
|--|----------|
| Business/Accounting Electives | 6 |
| Total Required Elective Credits | 6 |

| | |
|------------------------------|-----------|
| Total Program Credits | 44 |
|------------------------------|-----------|

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2047.asp

Business Administration and Management AAS A087

This program is designed for the student who wants to enter the field of business. Course content includes basic theoretical knowledge and the opportunity to explore various fields of vocational interest.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. degree programs.

| General Education Requirements | Credits |
|--|-----------|
| ENC 1101 College Composition I | 3 |
| HSC 2100 Health Concepts & Strategies | 3 |
| MGF 1106 Liberal Arts Mathematics (or higher level Math) | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | 18 |

Required Courses

| | |
|--------------------------------------|-----------|
| APA 1111 Bookkeeping I | 3 |
| CGS 1570 Microcomputer Applications | 3 |
| ENC 1102 College Composition II | |
| - or - | |
| ENC 1151 Applied Communications | 3 |
| - or - | |
| OST 2335 Business Communications | (3) |
| GEB 1011 Introduction to Business | 3 |
| MAR2011 Principles of Marketing | 3 |
| MNA2100 Human Relations in Business | |
| - or - | |
| MNA2345 Principles of Supervision | 3 |
| MTB 1103 Business Mathematics | 3 |
| Business Electives * | 15 |
| General Electives ** | 10 |
| Total Required Course Credits | 46 |

| | |
|------------------------------|-----------|
| Total Program Credits | 64 |
|------------------------------|-----------|

*Business Electives: Choose from the areas of Accounting Business, Computer Science, Legal Assisting, Economics, Management, Marketing, Real Estate and Office Systems Technology.

**General Electives: Select from general education, business, or other technical course.

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/A087.asp

Marketing Management AAS/AS

This program offers two options. The Retailing Track prepares the student for a position in distributive fields which require a high level of competence in a range of business knowledge and skills, and the Marketing Track prepares the student for mid-management and supervisory level positions.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

RETAILING TRACK

AAS A097/AS 2055

| General Education Requirements | Credits |
|--|-----------|
| ENC 1101 College Composition I (A.S. students) | 3 |
| ENC 1151 Applied Communications (A.A.S. students) (3) | |
| HSC 2100 Health Concepts & Strategies | 3 |
| MGF 1106 Liberal Arts Mathematics (or higher level Math) | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | 18 |

Required Courses

| | |
|--------------------------------------|-----------|
| APA 1111 Bookkeeping I | 3 |
| CGS 1570 Microcomputer Applications | 3 |
| MAR2011 Principles of Marketing | 3 |
| MKA1041 Principles of Retailing I | 3 |
| MKA1511 Advertising | 3 |
| MKA2021 Salesmanship | 3 |
| MNA2100 Human Relations in Business | 3 |
| MNA2345 Principles of Supervision | 3 |
| MTB 1103 Business Mathematics | 3 |
| OST 2335 Business Communications | 3 |
| SBM 2000 Small Business Management | 3 |
| Total Required Course Credits | 33 |

Electives

| | |
|---------------------|---|
| Business Electives* | 6 |
| General Electives** | 7 |

| | |
|--|-----------|
| Total Required Elective Credits | 13 |
|--|-----------|

| | |
|------------------------------|-----------|
| Total Program Credits | 51 |
|------------------------------|-----------|

*Business electives: Select from areas of Accounting, Business, Computer Science, Economics, Legal Technology, Office Systems Technology and Real Estate.

**General electives: Select from general education, business, or other technical course.

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2055.asp

MARKETING TRACK

AAS A095/AS 2062

| General Education Requirements | | Credits |
|---|--|-----------|
| ENC 1101 | College Composition I (A.S. students) | 3 |
| ENC 1151 | Applied Communications (A.A.S. students) (3) | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF1106 | Liberal Arts Mathematics (or higher level Math) | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|--------------------------------------|-----------------------------|-----------|
| APA 1111 | Bookkeeping I | 3 |
| BUL 2241 | Business Law I | 3 |
| CGS 1570 | Microcomputer Applications | 3 |
| ENC 1102 | College Composition II | 3 |
| MAN2021 | Principles of Management | 3 |
| MAR2011 | Principles of Marketing | 3 |
| MKA 1041 | Principles of Retailing I | 3 |
| MKA 1511 | Advertising | 3 |
| MKA2021 | Salesmanship | 3 |
| MNA2100 | Human Relations in Business | 3 |
| MNA2345 | Principles of Supervision | 3 |
| MTB 1103 | Business Mathematics | 3 |
| SBM 2000 | Small Business Management | 3 |
| Total Required Course Credits | | 39 |

Electives

| | |
|--|----------|
| General Electives * | 7 |
| Total Required Elective Credits | 7 |

| | |
|------------------------------|-----------|
| Total Program Credits | 51 |
|------------------------------|-----------|

*General Electives: Select from general education, business, or other technical course.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2062.asp

Paralegal AS 2505

This program prepares the student for employment as a legal assistant or paralegal in law-related occupations, including public and private law practice and/or corporate or government law-related activities. Graduation from this program will qualify a student to sit for the National Association of Legal Assistants national exam to become a Certified Legal Assistant (CLA). Students are encouraged to take this exam.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Special Admissions Requirements

Students must have a minimum 2.0 GPA. An interview with a faculty member or the department chair is recommended.

| General Education Requirements | | Credits |
|--------------------------------|------------------------------|---------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MAC1105 | College Algebra | 3 |
| - or - | | |

| | | |
|--|--------------------------------------|---|
| MGF1106 | Liberal Arts Mathematics | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Natural Sciences - Area IV | | 3 |
| Any course from Social Science - Area V | | 3 |

| | |
|---|-----------|
| Total Required General Education Credits | 11 |
|---|-----------|

Required Courses

| | | |
|----------|---|---|
| BUL 2241 | Business Law I | 3 |
| BUL 2242 | Business Law II | 3 |
| ENC 1102 | College Composition II | 3 |
| PLA 1003 | Introduction to Legal Technology | 3 |
| PLA 1104 | Legal Writing and Research I | 3 |
| PLA 1273 | Preparing Negligence Cases | 3 |
| PLA 2114 | Legal Writing and Research II | 3 |
| PLA 2209 | Court Systems: Procedures & Pleadings I | 3 |
| PLA 2229 | Court Systems: Procedures & Pleadings II | 3 |
| PLA 2483 | Administrative Law | 3 |
| PLA 2600 | Administration of Estates I | 3 |
| PLA 2611 | Real Estate Law & Property Transactions I | 3 |
| PLA 2612 | Real Estate Law & Property Transaction II | 3 |

| | |
|--------------------------------------|-----------|
| Total Required Course Credits | 39 |
|--------------------------------------|-----------|

Electives (Choose two)

| | | |
|-----------|-------------------------------------|---|
| CGS 1570 | Microcomputer Applications | 3 |
| CJL 2100 | Criminal Law | 3 |
| CJL 2130 | Laws of Evidence | 3 |
| PLA 1949C | Co-op: Legal Assistant I | 3 |
| PLA 2800 | Family Law | 3 |
| POS 1041 | Introduction to American Government | 3 |

| | |
|--|----------|
| Total Required Elective Credits | 4 |
|--|----------|

| | |
|------------------------------|-----------|
| Total Program Credits | 54 |
|------------------------------|-----------|

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2505.asp



Child Care & Human Services

PSAV**Child Care****Child Development Associate****AAS/AS****Early Childhood Education****SPECIALTY TRACKS:**

CHILD CARE CENTER MANAGEMENT

INFANT/TODDLER

MONTESSORI

PRE-SCHOOL

SCHOOL AGE

Human Services**Child Care PSAV 5348**

The Child Care program consists of two certifications: the 40-Hour Introductory Child Care Training Certification and the Child Development Associate (CDA) Certification.

40-Hour Introductory Child Care Training Certification (Part I and Part II)

Part I-30 Hour Child Care Worker Certification and Part II-10 Hour Component fulfills the 40-Hour introductory child care training required by the Florida Department of Children and Families for child care workers employed in a licensed child care facility.

Part I-30 Hour Child Care Worker Certification

This certification includes topics covering local rules and regulations, child abuse and neglect, health, safety and nutrition, child growth and development, and behavioral observation and screening.

Part II-10 Hour Component

This component includes developmentally appropriate practices (DAP) for Young Children, School-Age Children, Infants and Toddlers, Children with Special Needs, and Owner/Operators of Child Care Programs.

| Required Courses | | Clock Hours |
|---|-------------------------------------|-------------|
| Part I - Introduction to Child Care | | |
| HEV 0121 | 30-Hour Child Care Worker | 30 |
| Part II - 10 Hour Component - Student Specialty (choose one) | | |
| HEV 0102 | Owner/Operator | 10 |
| HEV 0109 | DAP for Young Children | 10 |
| HEV 0111 | DAP for Infant/Toddler | 10 |
| HEV 0112 | DAP for School Age Children | 10 |
| HEV 0026 | DAP for Children with Special Needs | 10 |
| Total Required Hours | | 100 |

Developmental Appropriate Practices (DAP)

Child Development Associate (CDA)

The CDA program prepares students who work with children from birth through age five for the National CDA Credential. Upon successful completion of 120 hours of formal instruction in the six competency goals, a two-hour observation and meeting all PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

| Required Courses | | Clock Hours |
|--------------------|--|-------------|
| HEV 0150 | Child Development Associate Module I | 40 |
| HEV 0151 | Child Development Associate Module II | 40 |
| HEV 0152 | Child Development Associate Module III | 40 |
| HEV 0160 | CDA Observation | 2 |
| Total Hours | | 122 |

Students who have earned a CDA from PBCC can receive credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (AS) section in this catalog for detailed information on the process of receiving such credits or call (561) 862-4700.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5348.asp

Early Childhood Education AS

This program is designed for the student who wishes to enter the field of early childhood as an educator/caregiver. The course content provides the student with a thorough background in all aspects of child development as well as expanding his/her classroom knowledge into a practical hands-on teaching experience in a Child Care Center Management Track, Infant/Toddler Track, Montessori Track, Preschool Track or a School Age Track.

The Center for Early Learning at the Lake Worth location is a Montessori-based laboratory preschool. Students from a variety of disciplines utilize the observation room. The Center also serves as a practicum site for interns from both the traditional and Montessori education options. The Center, staffed by three teachers, serves 22 children, ages 2 1/2 to 5, from 8 a.m. to noon, during the fall, spring and summer A terms. Children of students, staff and faculty are eligible to enroll. Tuition is \$50 per week.

PBCC's Montessori Teacher Training Program, Early Childhood level, is accredited by the Montessori Accreditation Council for Teacher Education (MACTE) and affiliated with the American Montessori Society (AMS). The program consists of the Montessori Track of the A.S. program in Child Development and Education (see below) and several Workforce Development courses. PBCC's Montessori Teacher Training Program, Elementary I level, is also accredited by MACTE and affiliated with AMS. The courses for the Elementary I level are all Workforce Development courses. For more information, call (561) 868-3355.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

Students who have earned a CDA from Palm Beach Community College have the opportunity to receive credits toward an associate in science degree in Child Development and Education. Please consult a College advisor regarding the process of receiving such credits.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

CHILD CARE CENTER MANAGEMENT TRACK

AS 2358

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| PSY 2012 | General Psychology | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Natural Sciences - Area IV | | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|--------------------------------------|--|-----------|
| DEP 2102 | Child Growth and Development | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EEC 1001 | Introduction to Early Childhood Education - or - | |
| EEC 1301C | Introduction to High Scope | 3 |
| EEC 1601 | Observation and Assessment in Early Childhood | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2710 | Conflict Resolution in Early Childhood | 3 |
| EEC 2731 | Health, Safety, and Nutrition for Young Children | 3 |
| HUS 1001 | Introduction to Human Services | 3 |
| SYG 2430 | Marriage and Family | 3 |
| Total Required Course Credits | | 27 |

Required Track Courses

| | | |
|-------------------------------------|---|-----------|
| EEC 1523 | Overview for Child Care Center Management - or - | 3 |
| EEC 2002 | Child Care and Educational Organizational Leadership Management | 3 |
| EEC 2202 | Child Care and Education Programming | 3 |
| EEC 2521 | Child Care and Education Financial and Legal Issues | 3 |
| EEC 2948 | Child Care Center Management Practicum I | 3 |
| EEC 2949 | Child Care Center Management Practicum II | 3 |
| SPC 1300 | Introduction to Interpersonal Communication | 3 |
| Total Required Track Credits | | 18 |

Total Program Credits

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2358.asp

INFANT/TODDLER TRACK

AS 2354

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| PSY 2012 | General Psychology | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Natural Sciences - Area IV | | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|--------------------------------------|--|-----------|
| DEP 2102 | Child Growth and Development | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EEC 1001 | Introduction to Early Childhood Education - or - | |
| EEC 1301C | Introduction to High Scope | 3 |
| EEC 1601 | Observation and Assessment in Early Childhood | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2710 | Conflict Resolution in Early Childhood | 3 |
| EEC 2731 | Health, Safety, and Nutrition for Young Children | 3 |
| HUS 1001 | Introduction to Human Services | 3 |
| SYG 2430 | Marriage and Family | 3 |
| Total Required Course Credits | | 27 |

Required Infant/Toddler Track Courses

| | | |
|-------------------------------------|---|-----------|
| CHD1110 | Infants/Toddlers | 3 |
| EEC 1522 | Infant/Toddler Environments | 3 |
| EEC 2943 | Infant Toddler Practicum I | 3 |
| EEC 2946 | Infant Toddler Practicum II | 3 |
| EEC 2204 | Developing Curriculum for Infants and Toddlers | 3 |
| EEC 2407 | Social-Emotional Growth and Interaction in Infants and Toddlers | 3 |
| Total Required Track Credits | | 18 |

Total Program Credits

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2354.asp

MONTESSORI TRACK

AS 2349

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| PSY 2012 | General Psychology | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Natural Sciences - Area IV | | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|-----------|--|---|
| DEP 2102 | Child Growth and Development | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EEC 1001 | Introduction to Early Childhood Education - or - | |
| EEC 1301C | Introduction to High Scope | 3 |
| EEC 1601 | Observation and Assessment in Early Childhood | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2710 | Conflict Resolution in Early Childhood | 3 |

| | | |
|--------------------------------------|--|-----------|
| EEC 2731 | Health, Safety, and Nutrition for Young Children | 3 |
| HUS 1001 | Introduction to Human Services | 3 |
| SYG 2430 | Marriage and Family | 3 |
| Total Required Course Credits | | 27 |

Required Montessori Track Courses

| | | |
|-------------------------------------|-------------------------------------|-----------|
| CHD1220 | Child Development Infancy/Preschool | 3 |
| EEC 1006 | Montessori Philosophy | 3 |
| EEC 2530 | Montessori Curriculum I | 3 |
| EEC 2532 | Montessori Curriculum II | 3 |
| EEC 2940 | Montessori Practicum I | 3 |
| EEC 2941 | Montessori Practicum II | 3 |
| Total Required Track Credits | | 18 |

Total Program Credits

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2349.asp

PRE-SCHOOL TRACK

AS 2342

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| PSY 2012 | General Psychology | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Natural Sciences - Area IV | | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|--------------------------------------|--|-----------|
| DEP 2102 | Child Growth and Development | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EEC 1001 | Introduction to Early Childhood Education - or - | |
| EEC 1301C | Introduction to High Scope | 3 |
| EEC 1601 | Observation and Assessment in Early Childhood | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2710 | Conflict Resolution in Early Childhood | 3 |
| EEC 2731 | Health, Safety, and Nutrition for Young Children | 3 |
| HUS 1001 | Introduction to Human Services | 3 |
| SYG 2430 | Marriage and Family | 3 |
| Total Required Course Credits | | 27 |

Required Pre-School Track Courses

| | | |
|-------------------------------------|-------------------------------------|-----------|
| CHD1220 | Child Development Infancy/Preschool | 3 |
| EDG 1311 | Education Practicum I | 3 |
| EDG 1312 | Education Practicum II | 3 |
| EEC 1200 | Early Childhood Curriculum I | 3 |
| EEC 1311 | Early Childhood Curriculum II | 3 |
| EEC 1214 | Early Childhood Curriculum III | 3 |
| Total Required Track Credits | | 18 |

Total Program Credits

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2342.asp

SCHOOL AGE TRACK

AS 2359

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Natural Sciences - Area IV | | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|--------------------------------------|---|-----------|
| DEP 2102 | Child Growth and Development | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EEC 1001 | Introduction to Early Childhood Education - or - | 3 |
| EEC 1301C | Introduction to High Scope | 3 |
| EEC 1601 | Observation and Assessment in Early Childhood | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2710 | Conflict Resolution in Early Childhood | 3 |
| EEC 2731 | Health, Safety, and Nutrition for Young Children | 3 |
| HUS 1001 | Introduction to Human Services | 3 |
| SYG 2430 | Marriage and Family | 3 |
| Total Required Course Credits | | 27 |

Required School Age Track Courses

| | | |
|-------------------------------------|---|-----------|
| EEC 1003 | Introduction to School Age Child Care | 3 |
| EEC 1603 | Positive Guidance and Behavior Management In School Age Child Care | 3 |
| EEC 1700 | Development of the School Age Child | 3 |
| EEC XXXX | School Age Practicum I | 3 |
| EEC XXXX | School Age Practicum II | 3 |
| EEC XXXX | School Age Curriculum | 3 |
| Total Required Track Credits | | 18 |

Total Program Credits

58

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2359.asp

Human Services

AAS A353/AS 2345

This program is designed to prepare the student for an entry-level position as a human services specialist in areas such as children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, the elderly, socially and economically handicapped, mentally or emotionally handicapped and others. Course content includes supervised clinical fieldwork experiences.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

| General Education Requirements | | Credits |
|---|--|-----------|
| ARH 1000 | Art Appreciation - or - | |
| MUL 1010 | Music Appreciation - or - | |
| THE 1000 | Theater Appreciation | 3 |
| ENC 1101 | College Composition I | 3 |
| MGF 1106 | Liberal Arts Mathematics (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Natural Sciences - Area IV | | 3 |
| Total Required General Education Credits | | 11 |

Required Courses

| | | |
|--------------------------------------|---|-----------|
| CLP 2002 | Personality Development | 3 |
| DEP 2102 | Child Growth and Development | 3 |
| ENC 1102 | College Composition II (A.S. students) | 3 |
| HSC 1400 | Standard First Aid and CPR | 1 |
| HUS 1001 | Introduction to Human Services | 3 |
| HUS 1100 | Counseling and Interviewing | 3 |
| HUS 1200 | Principles of Group Dynamics | 3 |
| GEY 2000 | Gerontology - or - | |
| HUS 1531 | Counseling the Chemically Dependent Person | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| HUS 1850 | Field Work in Human Services I | 2 |
| HUS 1850L | Field Work in Human Services I Internship | 3 |
| HUS 2520 | Psychotherapy: Theory & Practice | 3 |
| HUS 2851 | Field Work in Human Services II | 2 |
| HUS 2851L | Field Work in Human Services II Internship | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| SYG 2361 | Death and Dying | 3 |
| SYG 2430 | Marriage and Family | 3 |
| Total Required Course Credits | | 47 |

Total Program Credits

65

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2345.asp

Computer Science & Information Technology

PSAV**A+ Certification****Cisco Networking Academy****Computer Support Specialist****Network+ Certification****Webmaster Program****AAS/AS****Computer Information Systems Analysis****SPECIALTY TRACKS:**

APPLICATIONS
PROGRAMMING
NETWORK

A+ Certification

Recommended prerequisite: Computer Basics II or equivalent knowledge. A+ Certification is a testing program, sponsored by CompTIA, that certifies the competency of entry-level service technicians in the computer industry. Earning A+ certification means the individual possesses the knowledge and customer-relations skills essential for a successful entry-level (6-months experience) computer service technician. The test covers a broad range of hardware and software technologies. This course is designed to cover the fundamentals of maintaining and repairing ■ PC.

| Required Courses | Clock Hours |
|---------------------------|-------------|
| CPO 0113 A+ Certification | 60 |
| Total Clock Hours | 60 |

This program does not offer a formal award.

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/Acert.asp

Cisco Networking Academy

Recommended prerequisite: A+ Certification or equivalent knowledge. The Cisco Networking Academy Program consists of four modules or semesters. The program is designed to teach students the skills needed to design, build and maintain small to medium-sized networks. The CCNA certification indicates knowledge of networking for the Small Office, Home Office (SOHO) market and the ability to work in small businesses or organizations whose networks have fewer than 100 nodes.

| Required Courses | Clock Hours |
|-------------------------------|-------------|
| CPO 0212 CISCO Semester One | 60 |
| CPO 0213 CISCO Semester Two | 60 |
| CPO 0214 CISCO Semester Three | 60 |
| CPO 0215 CISCO Semester Four | 60 |
| Total Clock Hours | 240 |

This program does not offer a formal award.

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/Cisco.asp

Computer Support Specialist PSAV 5520

The Computer Support Specialist Certificate is a noncredit PSAV program that prepares students to enter the workforce with a broad base of skills. Employment opportunities might include help desk assistant, computer technician or PC administrator in a small business. Computer support specialists provide assistance and training to users. They interpret problems and provide technical support for hardware, software, and operating systems. Support specialists may work within an organization or directly for a computer or software vendor.

The foundation courses in Group A and B teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced software courses teach Microsoft Office applications which include Word, Excel, PowerPoint, Access and Outlook. The advanced hardware courses teach skills which include computer networking and administration; troubleshooting; hardware and software installation; and preventative hardware maintenance. The curriculum is based on state guidelines. Students who complete this program may be eligible to receive credits toward the A.A.S. or A.S. Computer Information Systems Analysis degree. For more information, please speak with the department chair.

| Required Courses | | Clock Hours |
|--|---|-------------|
| Group A General Office Clerk | | |
| OTA 0100 | Introduction to Keyboarding/Word Processing | 60 |
| OTA 0421 | Introduction to Office Operations | 90 |
| Group B Help Desk Support Assistant | | |
| OTA 0131 | Building Speed and Accuracy | 60 |
| OTA 0423 | Business Office Operations | 90 |
| CGS 0100 | Software Applications I | 200 |
| Group C Help Desk Specialist | | |
| CGS 0103 | Software Applications II | 200 |
| CGS 0250 | Hardware/Network Concepts I | 100 |
| Group D Help Desk Analyst | | |
| CGS 0251 | Hardware/Network Concepts II | 100 |
| Total Program Hours | | 900 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5520.asp

Network+ Certification

Recommended prerequisite: A+ Certification or equivalent knowledge. Network+ Certification is a testing program, sponsored by CompTIA, that measures the technical knowledge of networking professionals with experience in the information technology industry. Earning Network+ certification means the individual possesses the knowledge needed to configure and install the TCP/IP client. The course covers two main topics - knowledge of networking technology and knowledge of networking practices.

| Required Courses | | Clock Hours |
|--------------------|------------------------|-------------|
| CPO 0224 | Network+ Certification | 40 |
| Total Hours | | 40 |

This program does not offer a formal award.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/NetworkCert.asp

Webmaster Program

Recommended prerequisite: Proficient with computers, the Internet and basic HTML. The Webmaster Program is a series of five modules that provide a broad range of skills and knowledge needed to build and manage an organization's Web site. Webmasters are responsible for all aspects of an organization's Web presence including Web content development, technical operations and business management. They may have specific areas of expertise, but are most valued as generalists who can manage all aspects of Web operations.

| Required Courses | | Clock Hours |
|--------------------------|--|-------------|
| CWO0159 | Web Development and Protocols | 24 |
| CWO0161 | Web Marketing and Project Management | 24 |
| CWO0163 | Web Server Administration and Security | 24 |
| CWO0139 | Web Graphics, Audio and Video | 24 |
| CWO0136 | Web E-Commerce | 45 |
| Total Clock Hours | | 141 |

This program does not offer a formal award.

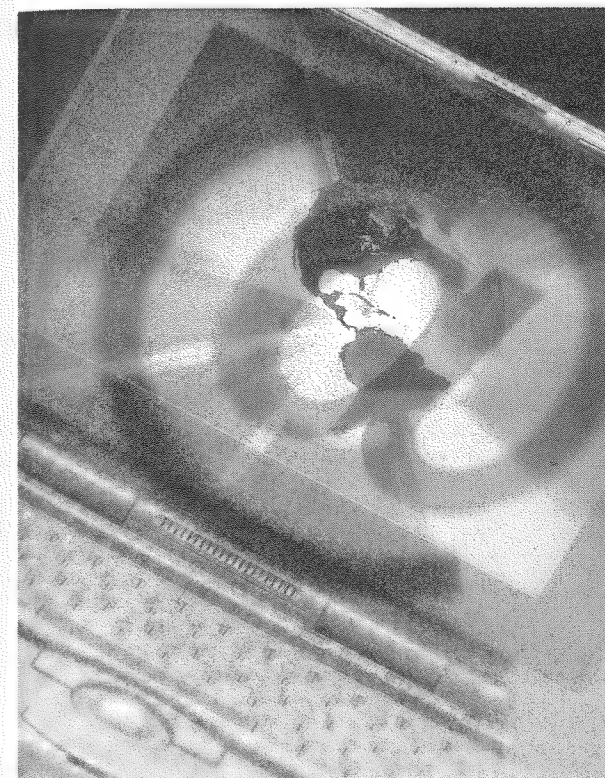
For suggested course sequence, check the Web at www.pbcc.edu/transfer/WebProgram.asp

Computer Information Systems Analysis AAS/AS

This program offers three tracks which allow the student to develop abilities to use programming languages (Programming Track), application software (Applications Track) or manage a local area network (Network Track).

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For more information about articulation agreements in your course area, please speak with your department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.



APPLICATIONS TRACK

AAS AI 32/AS 2124

| General Education Requirements | | Credits |
|---|--|-----------|
| ENC 1101 | College Composition I (A.S. students) | 3 |
| ENC 1151 | Applied Communications A.A.S. students | (3) |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics | |
| - or - | | |
| MGF 1107 | Finite Mathematics (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | (3) |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| Total Required General Education Credits | | 15 |

Required Courses

| | | |
|--------------------------------------|--------------------------------------|-----------|
| APA 1111 | Bookkeeping I | 3 |
| CGS 1513 | Electronic Spreadsheets | 3 |
| CGS 1543 | Database Management | 3 |
| CGS 1565 | Microcomputer Operating Systems | 3 |
| CGS 1570 | Microcomputer Applications | 3 |
| CIS 2321 | Systems and Applications | 3 |
| COP 1002 | Structured Programming | 3 |
| OST 2714C | Word Processing | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Total Required Course Credits | | 27 |

Business/Computer Electives (11 credits required)

| | | |
|---|----------------------------------|-----------|
| ACG 2022 | Financial Accounting | 4 |
| COP 1165C | Programming RPG 400 | 3 |
| COP 1220 | Introduction to Programming in C | 3 |
| COP 1332 | Visual Basic Programming | 3 |
| COP 2120C | Programming COBOL | 3 |
| COP 2121C | COBOL Applications | 3 |
| COP 2334 | Programming in C++ | 3 |
| COP 2800 | Programming in Java | 3 |
| GEB 1011 | Introduction to Business3 | |
| Total Business/Computer Elective Credits | | 11 |

Programming Language Electives (3 credits required)

| | | |
|--|----------------------------------|----------|
| COP 1165C | Programming RPG 400 | 3 |
| COP 1220 | Introduction to Programming in C | 3 |
| COP 1332 | Visual Basic Programming | 3 |
| COP 2120C | Programming COBOL | 3 |
| COP 2121C | COBOL Applications | 3 |
| COP 2334 | Programming in C++ | 3 |
| COP 2800 | Programming in Java | 3 |
| Total Programming Language Elective Credits | | 3 |

Technical Electives (7 credits required)

| | | |
|---|---------------------------------|----------|
| CGS 1561 | Inside the PC | 1 |
| CGS 1565 | Microcomputer Operating Systems | 3 |
| CGS 2555 | Introduction to the Internet | 3 |
| COP 2341 | UNIX Operating System | 3 |
| COP 2822 | Web Page Programming | 3 |
| Total Technical Elective Credits | | 7 |

Total Program Credits

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2124.asp

PROGRAMMING TRACK

AAS AI33/AS 2126

| General Education Requirements | | Credits |
|---|--|-----------|
| ENC 1101 | College Composition I (A.S. students) | 3 |
| ENC 1151 | Applied Communications (A.A.S. students) (3) | |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (A.S. students) | |
| - or - | | |
| MGF 1107 | Finite Mathematics (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | (3) |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| Total Required General Education Credits | | 15 |

Required Courses

| | | |
|--------------------------------------|--------------------------------------|-----------|
| CGS 1570 | Microcomputer Applications | 3 |
| CIS 2321 | Systems and Applications | 3 |
| COP 1002 | Structured Programming | 3 |
| ECO 2013 | Principles of Macroeconomics | 3 |
| MNA2100 | Human Relations in Business | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Total Required Course Credits | | 18 |

Business Computer Electives (11 credits required)

| | | |
|---|----------------------------------|-----------|
| ACG 2022 | Financial Accounting | 4 |
| APA 1111 | Bookkeeping I | 3 |
| COP 1165C | Programming RPG 400 | 3 |
| COP 1220 | Introduction to Programming in C | 3 |
| COP 1332 | Visual Basic Programming | 3 |
| COP 2120C | Programming COBOL | 3 |
| COP 2121C | COBOL Applications | 3 |
| COP 2334 | Programming in C++ | 3 |
| COP 2800 | Programming in Java | 3 |
| GEB 1011 | Introduction to Business | 3 |
| Total Business Computer Elective Credits | | 11 |

Programming Language/Electives (12 credits required)

| | | |
|--|----------------------------------|-----------|
| COP 1165C | Programming RPG 400 | 3 |
| COP 1220 | Introduction to Programming in C | 3 |
| COP 1332 | Visual Basic Programming | 3 |
| COP 2120C | Programming COBOL | 3 |
| COP 2121C | COBOL Applications | 3 |
| COP 2334 | Programming in C++ | 3 |
| COP 2800 | Programming in Java | 3 |
| Total Programming Language/Elective Credits | | 12 |

Technical Electives (7 credits required)

| | | |
|---|---------------------------------|----------|
| CGS 1561 | Inside the PC | 1 |
| CGS 1565 | Microcomputer Operating Systems | 3 |
| CGS 2555 | Introduction to the Internet | 3 |
| COP 2341 | UNIX Operating System | 3 |
| COP 2822 | Web Page Programming | 3 |
| Total Technical Elective Credits | | 7 |

Total Program Credits 63For suggested course sequence, check the Web at www.pbcc.edu/transfer/2126.asp**NETWORK TRACK**

AAS AI31/AS 2123

| General Education Requirements | | Credits |
|--|--|-----------|
| ENC 1101 | College Composition I (A.S. students) | 3 |
| ENC 1151 | Applied Communications (A.A.S. students) (3) | |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (A.S. students) | |
| - or - | | |
| MGF 1107 | Finite Mathematics (A.S. students) | 3 |
| - or - | | |
| Any course from Natural Sciences - Area IV (A.S. students) | | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | (3) |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| Total Required General Education Credits | | 15 |

Required Courses

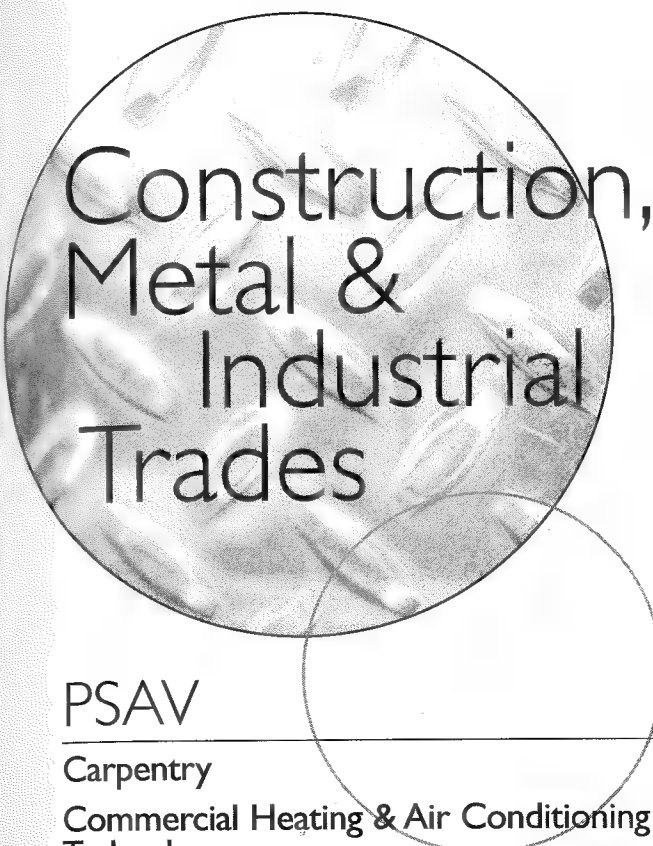
| | | |
|--------------------------------------|--------------------------------------|-----------|
| CEN 2503 | Local Area Networks | 3 |
| CEN 2504 | Wide Area Networks | 3 |
| CEN 2507 | TCP/IP and Network Administration | 3 |
| CEN 2522 | Networking Technologies | 3 |
| CGS 1565 | Microcomputer Operating Systems | 3 |
| CGS 1570 | Microcomputer Applications | 3 |
| CGS 2555 | Introduction to the Internet | 3 |
| CIS 2321 | Systems and Applications | 3 |
| COP 1002 | Structured Programming | 3 |
| MNA2100 | Human Relations in Business | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Total Required Course Credits | | 18 |

Business Computer Electives (11 credits required)

| | | |
|---|----------------------------------|-----------|
| ACG 2022 | Financial Accounting | 4 |
| APA 1111 | Bookkeeping I | 3 |
| CGS 1513 | Electronic Spreadsheets | 3 |
| CGS 1543 | Database Management | 3 |
| COP 1165C | Programming RPG 400 | 3 |
| COP 1220 | Introduction to Programming in C | 3 |
| COP 1332 | Visual Basic Programming | 3 |
| COP 2120C | Programming COBOL | 3 |
| COP 2121C | COBOL Applications | 3 |
| COP 2334 | Programming in C++ | 3 |
| COP 2800 | Programming in Java | 3 |
| GEB 1011 | Introduction to Business | 3 |
| Total Business Computer Elective Credits | | 11 |

Technical Electives (4 credits required)

| | | |
|---|--------------------------|----------|
| CGS 1561 | Inside the PC | 1 |
| COP 1165C | Programming RPG 400 | 3 |
| COP 1332 | Visual Basic Programming | 3 |
| COP 2120C | Programming COBOL | 3 |
| COP 2121C | COBOL Applications | 3 |
| COP 2334 | Programming in C++ | 3 |
| COP 2341 | UNIX Operating System | 3 |
| COP 2800 | Programming in Java | 3 |
| COP 2822 | Web Page Programming | 3 |
| Total Technical Elective Credits | | 4 |

Total Program Credits 33For suggested course sequence, check the Web at www.pbcc.edu/transfer/2123.asp


Construction, Metal & Industrial Trades

PSAV**Carpentry****Commercial Heating & Air Conditioning Technology****Machining Technology****Residential & Commercial Electricity****Telecommunications Cable Technician****Welding Technology****Apprenticeship Programs**

BRICK & BLOCK
MASONRY
CARPENTRY
ELECTRICAL
FIRE SPRINKLER
GLAZIER
HVAC TECH

PAINTER
PIPEFITTING
PLASTERER
PLUMBING
SHEET METAL FABRIC
STRUCTURAL STEEL
TILESETTER

AAS/AS**Building Construction Technology****Industrial Management Technology****Carpentry PSAV 5464**

This program is designed to prepare the student for employment in the cabinetmaking industry. Classroom, shop and laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials and processes found in the industry.

This program is a planned sequence of instruction consisting of one common core course plus seven instructional areas. The recommended sequence allows students to complete specified portions of the program for employment or to remain for advanced training.

This curriculum is under development. For more information, visit the PBCC Workforce Development Web page at

www.pbcc.edu/workforce/index.htm

Total Program Hours 1200

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5464.asp

Commercial Heating & Air Conditioning Technology PSAV 5267

This program is designed to prepare the student for employment in the heating, air-conditioning and refrigeration industry. The program focuses on broad, transferable skills, stresses the understanding of all aspects of the heating, air-conditioning and refrigeration industry and demonstrates elements of the industry such as management, finance, technical and production skills and the underlying principles of technology, labor issues, health, safety and environmental issues.

Shop or laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry.

| Required Courses | | Clock Hours |
|------------------|---|-------------|
| Group A | | |
| ACR 0021 | Introduction to Heating, Air Conditioning and Refrigeration | 60 |
| ACR 0060 | Physical Principles of Heating, Air Conditioning and Refrigeration | 90 |
| ACR 0015 | Tools and Piping for Heating, Air Conditioning and Refrigeration | 60 |
| ACR 0070 | Employability Skills for Heating, Air Conditioning and Refrigeration | 40 |
| Group B | | |
| ACR 0100 | Basic Electricity for Heating, Air Conditioning and Refrigeration | 90 |
| ACR 0112 | Assist Installation of Residential Heating and Air Conditioning Systems | 160 |

Group C

| | | |
|----------|---|-----|
| ACR 0104 | Basic Electronics for Heating, Air Conditioning and Refrigeration | 90 |
| ACR 0200 | Mechanical Refrigeration Service & Refrigerant Recovery | 60 |
| ACR 0600 | Heating Service & Troubleshooting | 60 |
| ACR 0401 | Indoor Air Quality for Air Conditioning | 60 |
| ACR 0525 | Installation & Repair of Residential Heating, Air Conditioning, & Refrigeration Systems | 230 |

Group D

| | | |
|----------|---|-----|
| ACR 0306 | Electrical Components & Controls of Commercial Heating, Air Conditioning, & Refrigeration | 60 |
| ACR 0214 | Mechanical Components of Commercial Heating, Air Conditioning & Refrigeration | 90 |
| ACR 0065 | Heat Load Calculations for Commercial Heating, Air Conditioning & Refrigeration | 60 |
| ACR 0509 | Maintain and Repair Commercial Heating & Air Condition Systems | 140 |

Total Program Hours 1350

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5267.asp

Machining Technology PSAV 5459

This program is designed to prepare the student for employment in the manufacturing industry. The content of the program includes, but is not limited to, safety issues of the manufacturing environment, associated math and blueprint reading skills, CNC programming, manufacturing planning/methods, inspection methods, CMM use and related machining concepts and theories. Shop or laboratory activities are an integral part of this program and provide instruction in the various machines and programming techniques related to current industry standards and practices. This includes engine lathes, vertical mills, EDMs, CNC mills and CNC lathes.

Group A

| | Hours |
|----------|---|
| PMT 0202 | Introduction to Machining I 90 |
| PMT 0201 | Shop Math, Blueprints and Measurements 60 |
| PMT 0203 | Introduction to Machining 2 120 |
| PMT 0820 | Communication and Employment Skills 30 |

Group B

| | | |
|----------|------------------|-----|
| PMT 0213 | Lathe Methods | 150 |
| PMT 0214 | Milling Methods | 150 |
| PMT 0226 | Grinding Methods | 150 |

Group C

| | | |
|----------|------------------------|-----|
| PMT 0229 | Inspection Methods | 150 |
| PMT 0233 | Lathe Methods 2 | 150 |
| PMT 0234 | Milling Methods 2 | 150 |
| PMT 0250 | Intro to CNC Machining | 150 |

Group D

| | | |
|----------|-------------------------------------|-----|
| PMT 0258 | CNC Milling Methods | 120 |
| PMT 0259 | CNC Lathe Methods | 120 |
| PMT 0228 | Intro to Non-Conventional Machining | 90 |
| PMT 0265 | Machining Technologies | 120 |

Total Program Hours 1800

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 8; Mathematics: 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5459.asp

Residential and Commercial Electricity PSAV 5465

This program is designed to prepare the student for employment or advanced training as electrical helpers, residential electricians and commercial electricians.

This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Classroom, shop and laboratory activities are an integral part of this program. These activities include instruction in the use of the safety procedures, tools, equipment, materials and processes found in the industry.

This curriculum is under development. For more information, visit the PBCC Workforce Development Web page:

www.pbcc.edu/workforce/index.htm

Total Program Hours 1200

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5465.asp

Telecommunications Cable Technician PSAV 5134

This program provides hands-on training designed to prepare the student for employment in the telecommunications and CATV construction industry. The course content includes installation, maintenance and servicing of cable, telephone and data communication line systems on poles, in trenches and in conduit. Included are diagnosis and correction of operational problems in telecommunications arising from mechanical, electrical or electronics hardware malfunctions. Employability skills and safe, efficient work practices are also taught.

| Required Courses | Clock Hours |
|--|-------------|
| EEV 0587 Telecommunications Cable Technician | 450 |
| Total Program Hours | 450 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5134.asp

Welding Technology PSAV 5460

This program is designed to prepare the student for employment or advanced training in a variety of occupations in the welding industry. It is a planned sequence of instruction consisting of six areas: (1) welder helper, (2) welder, shielded metal arc, (3) welder, gas-metal arc, (4) welder, flux cored arc (industry), (5) welder, gas tungsten arc and (6) welder, pipe. The content includes, but is not limited to, leadership, communication skills, human relations and employability skills, safe and efficient work practices and use of cutting and/or welding processes to fabricate parts according to shop drawings or written specifications.

Shop or laboratory activities are an integral part of this program and provide instruction in various processes and techniques of welding and fabrication skills, certification test preparation, and use of current industry standards, practices and techniques.

| Required Courses | Clock Hours |
|---|-------------|
| Group A | |
| PMT 0102 Introduction to Basic Welding I | 60 |
| PMT 0103 Introduction to Basic Welding II | 80 |
| PMT 0120 Basic Shielded Metal Arc Welding | 80 |
| PMT 0190 Professional Development in Welding Technology | 30 |
| Group B | |
| PMT 0121 Shielded Metal Arc Welding I | 75 |
| PMT 0122 Shielded Metal Arc Welding II | 75 |
| PMT 0125 Shielded Metal Arc Welding III | 100 |
| Group C | |
| PMT 0134 Gas Metal Arc Welding I | 75 |
| PMT 0135 Gas Metal Arc Welding II | 50 |

| | | |
|----------------|-----------------------------|-----|
| Group D | | |
| PMT 0141 | Flux Cored Arc Welding | 100 |
| Group E | | |
| PMT 0131 | Gas Tungsten Arc Welding I | 75 |
| PMT 0132 | Gas Tungsten Arc Welding II | 100 |

Group F

| | | |
|----------|----------------|-----|
| PMT 0161 | Pipe Welder I | 120 |
| PMT 0164 | Pipe Welder II | 150 |

Total Program Hours 1170

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5460.asp

Apprenticeship Programs PSAV

Apprenticeship is a combination of on-the-job training and related classroom instruction offered by the local education agency (PBCC) for a private sector sponsor that is registered with the apprenticeship registration agency (Florida Department of Education). Students work during the day and attend classes two nights a week during the academic year, learning both the practical and theoretical aspects of a highly skilled occupation. Classes are held at various locations in central Palm Beach County. Programs require from three to five years to complete. Successful completers are awarded an apprenticeship completion certificate, which confirms eligibility nationally for industry recognition of journeyman status.

Apprentices are enrolled at PBCC in PSAV career certificate programs. Prospective students apply directly to the apprenticeship organization. Full-time employment with a participating sponsor is required of apprenticeship students.

Apprenticeships are available in:

| Program # | Apprenticeship Program | Total Years |
|-----------|----------------------------------|-------------|
| 5254 | Brick & Block Masonry Apprentice | 3 |
| 5255 | Carpentry Apprentice | 4 |
| 5170 | Electrical Apprentice | 4 |
| 5257 | Electrical Apprentice | 5 |
| 5265 | Fire Sprinkler Apprentice | 4 |
| 5268 | Glazier Apprentice | 4 |
| 5266 | HVAC Tech Apprentice | 4 |
| 5256 | HVAC Tech Apprentice | 5 |
| 5259 | Painter Apprentice | 4 |
| 5260 | Pipefitting Apprentice | 5 |
| 5261 | Plasterer Apprentice | 3 |
| 5174 | Plumbing Apprentice | 4 |
| 5262 | Plumbing Apprentice | 5 |
| 5263 | Sheet Metal Fabric Apprentice | 4 |
| 5258 | Structural Steel Apprentice | 4 |
| 5264 | Tilesetter Apprentice | 3 |

Call (561) 868-3541 for more information on apprenticeship opportunities.

Building Construction Technology AAS A213/AS 2198

This program is designed for the student seeking an entry-level management position in building construction. Course content covers both technical and supervisory skills.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

| General Education Requirements | | Credits |
|---|--|-----------|
| ENC 1101 | College Composition I (A.S. students) | 3 |
| ENC 1151 | Applied Communications (A.A.S. students) | (3) |
| MAC1105 | College Algebra | 3 |
| POS 1041 | Introduction to American Government | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| Total Required General Education Credits | | 15 |

Required Courses

| | | |
|-----------|--|-----|
| BCN 1210 | Building Construction Materials | 3 |
| BCN 1272 | Plans Interpretation | 3 |
| BCN 2220 | Construction Materials and Methods | 3 |
| BCN 2253C | Architectural Drafting | 3 |
| BCN 2941 | Building Construction Experience | 4 |
| BCT 1600 | Advanced Construction Estimating | 3 |
| BCT 1743 | Construction Law | 3 |
| BCT 1750 | Construction Finance | 3 |
| BCT 2705 | Construction Supervision Procedure | 3 |
| ENC 1151 | Applied Communication (A.S. students only) | 0/3 |
| ETD 1100C | Introduction to Technical Drawing | 3 |
| ETD 1320C | Introduction to Computer Drafting | 3 |
| HSC 1400 | Standard First Aid and CPR | 1 |
| MAC1114 | Trigonometry | 3 |
| PHY 1001 | Applied Physics | 3 |
| SUR 1101C | Basic Surveying and Mapping | 4 |

Total Required Course Credits 45/48

Electives

A.A.S. students take 4 credit hours, and A.S. students take one credit hour. Any credit course(s) may be chosen. 4/1

Total Required Elective Credits 4/1

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2198.asp

Industrial Management Technology AAS A194/AS 2193

This program is designed to provide additional competencies for administrative, managerial, supervisory and technical discipline areas for the individual who has mastered technical proficiencies from prior training programs or work experience.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

| General Education Requirements | | Credits |
|--------------------------------|--|---------|
| ENC 1101 | College Composition I (A.S. students) | 3 |
| ENC 1151 | Applied Communications (A.A.S. students) | (3) |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF1106 | Liberal Arts Mathematics (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |

Total Required General Education Credits 18

Required Courses

| | | |
|--------------------------------------|-----------------------------|----------|
| MNA2100 | Human Relations in Business | 3 |
| Total Required Course Credits | | 3 |

Electives

| | | |
|----------|--------------------------------------|---|
| BCT 2705 | Construction Supervision Procedure | 3 |
| BUL 2241 | Business Law I | 3 |
| BUL 2242 | Business Law II | 3 |
| CGS 1570 | Microcomputer Applications | 3 |
| ETI 2131 | Statistical Process Control | 3 |
| ETI 2133 | Advanced Statistical Process Control | 3 |
| GEB 1011 | Introduction To Business | 3 |
| MAN2021 | Principles of Management | 3 |
| MNA2345 | Principles of Supervision | 3 |
| SBM 2000 | Small Business Management | 3 |
| | Business Electives * | 3 |
| | Technical Core Electives** | 6 |

Total Required Elective Credits 39

Total Program Credits 60

*Business electives: Select from areas of Accounting, Business, Computer Science, Economics, Legal Technology, Office Systems Technology and Real Estate.

**Technical Core Electives: Minimum of 8 credits and maximum of 27 credits may be selected using courses with any of the following prefixes: ACR, BCA, BCN, BCV, CET, CGS, EET, EGN, EGS, ETD, ETG, ETM, ETI, PMT, SUR.

Note: A maximum of 24 credits toward the 60 credits required for this degree may be awarded for experiential learning.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2193.asp

Cosmetology PSAV 5357

The purpose of this program is to prepare students for employment as licensed cosmetologists. Instruction is designed to prepare students to successfully pass the Florida Cosmetology License examination.

| Required Courses | | Clock Hours |
|----------------------------|--|-------------|
| COS 0200 | Cosmetology 1 - Introduction | 120 |
| COS 0301 | Cosmetology 2 - Haircutting | 120 |
| COS 0400 | Cosmetology 3 - Styling | 120 |
| COS 0600 | Cosmetology 5 - Chemicals | 120 |
| COS 0700 | Cosmetology 6 - Haircolor | 120 |
| COS 0870 | Cosmetology 4 - Salon Management | 120 |
| CSP 0240 | Facials | 120 |
| CSP 0010 | Manicuring, Pedicuring & Nail Extensions | 120 |
| CSP 0011 | Salon Practice Lab 2 | 120 |
| CSP 0300 | Salon Practice Lab 1 | 120 |
| Total Program Hours | | 1200 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 8; Mathematics: 8

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5357.asp

Facials Specialty PSAV 5355

The purpose of this program is to prepare students for employment as registered facial specialists. Instruction is designed to prepare students to obtain a registration from the State Board of Cosmetology.

| Required Courses | | Clock Hours |
|----------------------------|-------------------|-------------|
| CSP 0260 | Facial Specialist | 260 |
| Total Program Hours | | 260 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5355.asp

Nails Technician PSAV 5356

The purpose of this program is to prepare students for employment as registered nail specialists. Instruction is designed to prepare students to obtain a registration from the State Board of Cosmetology.

| Required Courses | | Clock Hours |
|----------------------------|-----------------|-------------|
| CSP 0013 | Nail Specialist | 240 |
| Total Program Hours | | 240 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5356.edu

Creative Arts & Communications

PSAV

Commercial Art

CCC

Motion Picture and Television Production Technology

SPECIALTY TRACKS:

POST PRODUCTION TECHNOLOGY

PRODUCTION TECHNOLOGY

PRODUCTION MANAGEMENT TECHNOLOGY

AS/AAS

Motion Picture and Television Production Technology

Graphic Design Technology

Theatre & Entertainment Technology

Commercial Art PSAV 5017

This program is designed to prepare the student for employment as an artist, illustrator or commercial designer. The course content includes basic art skills; lettering skills; preparation of layouts and illustrations; preparation of camera-ready paste-up; and development of specialized skills. It also includes training in communication, leadership, human relations and employability skills; and safe and efficient work practices. Laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

Required Courses

Clock Hours

Group A

| | | |
|----------|--|-----|
| GRA 0010 | Basic Computer Operations for Commercial Art | 70 |
| GRA 0081 | Technical Writing for Commercial Art | 50 |
| GRA 0071 | CorelDraw | 125 |
| GRA 0082 | Copy Editing | 125 |
| GRA 0085 | Internet Basics for Commercial Art | 30 |
| GRA 0083 | Business Mathematics for Commercial Art | 50 |

Group B

| | | |
|----------|---|----|
| GRA 0087 | Basic Macintosh Troubleshooting Skills for Commercial Art | 70 |
| GRA 0089 | Color Theory for Commercial Art | 30 |
| GRA 0075 | Photoshop for Commercial Art | 70 |
| GRA 0465 | Digital Illustration | 70 |
| GRA 0073 | QuarkXPress for Commercial Art | 70 |
| GRA 0011 | Preflight | 70 |
| GRA 0086 | Advanced Internet Skills for Commercial Art | 70 |

Group C

| | | |
|----------|------------------------------------|----|
| GRA 0070 | History of Graphic Design | 30 |
| GRA 0461 | Illustration | 70 |
| GRA 0052 | Silkscreening | 60 |
| GRA 0053 | Vinyl Signmaking | 60 |
| GRA 0088 | Web Design for Commercial Art | 50 |
| GRA 0064 | Marketing for the Freelance Artist | 30 |

Group D

| | | |
|----------|---|----|
| GRA 0040 | Print History and Formats | 20 |
| GRA 0412 | Photography for Commercial Art | 93 |
| GRA 0043 | Graphic Reproduction | 92 |
| GRA 0061 | Project Management | 20 |
| GRA 0062 | Art Marketing | 60 |
| GRA 0063 | Professional Development for Commercial Art | 15 |

Total Program Hours 1500

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5017.asp

Motion Picture and Television Production Technology CCC

The three certificate programs allow students to focus on one or more specific areas of Motion Picture and Television Production Technology. A certificate can be earned in as little as one semester. The certificates are valuable to students who plan to enter the field, as well as those who are already working in the industry and wish to update their skills. Possessing a certificate demonstrates to employers that you have attained a level of competency in a recognized industry specialty.

POST PRODUCTION TECHNOLOGY CCC 6019

Required Courses

Credits

| | | |
|-----------|--|---|
| FIL 1200 | Motion Picture and Television Production I | 3 |
| FIL 2000 | Introduction to Film Communication | 3 |
| FIL 2202C | Motion Picture and Television Production II | 4 |
| FIL 2211C | Editing and Post Production | 3 |
| FIL 2941 | Motion Picture and Television Internship I | 1 |
| FIL 2942 | Motion Picture and Television Internship II | 1 |
| FIL 2943 | Motion Picture and Television Internship III | 1 |

Total Required Credits 16

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6019.asp

PRODUCTION TECHNOLOGY CCC 6020

Required Courses

Credits

| | | |
|-----------|--|---|
| FIL 1200 | Motion Picture and Television Production I | 3 |
| FIL 2251C | Cinematography and Lighting | 3 |
| FIL 2275C | Sound | 3 |
| RTV 2000C | Television Studio Production | 3 |

Choose four credits from the following:

| | | |
|-----------|--|---|
| FIL 2202C | Motion Picture and Television Production II | 4 |
| FIL 2941 | Motion Picture and Television Internship I | 1 |
| FIL 2942 | Motion Picture and Television Internship II | 1 |
| FIL 2943 | Motion Picture and Television Internship III | 1 |
| FIL 2944 | Motion Picture and Television Internship IV | 1 |

Total Required Credits 16

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6020.asp

PRODUCTION MANAGEMENT TECHNOLOGY

CCC 6021

Required Courses

Credits

| | | |
|--------------------------------------|--|---|
| FIL 1200 | Motion Picture and Television Production I | 3 |
| FIL 1620C | Computer Applications for Motion Pictures and Television | 3 |
| FIL 2932 | The Business and Marketing of Motion Pictures and Television | 3 |
| RTV 2000C | Television Studio Production | 3 |
| Choose 4 credits from the following: | | |
| FIL 2202C | Motion Picture and Television Production II | 4 |
| FIL 2941 | Motion Picture and Television Internship I | 1 |
| FIL 2942 | Motion Picture and Television Internship II | 1 |
| FIL 2943 | Motion Picture and Television Internship III | 1 |
| FIL 2944 | Motion Picture and Television Internship IV | 1 |

Total Required Credits 16

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6021.asp

Motion Picture & Television Production Technology

AS 2282

The A.S. degree in Film Production Technology prepares the student to work in a technical capacity. The program offers internship experiences in cooperation with the local television and film industry, as well as through student film production projects. The film and television courses are offered on a block schedule that requires students to enroll in two or more major courses each term. All General Education and prerequisite courses should be taken at times that do not conflict with the film and television course offerings.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

For more information, visit the Registrar's Office or the Film Production Technology program office at PBCC's Palm Beach Gardens location.

| General Education Requirements | | | Credits |
|---|---|--------|-----------|
| ENC 1101 | College Composition I | | 3 |
| ARH 1000 | Art Appreciation | - or - | |
| THE 1000 | Theatre Appreciation | | 3 |
| Any course from Mathematics - Area III | | | 3 |
| Any course from Social Sciences (Area V) | | | 3 |
| SPC 1016 | Fundamentals of Speech Communication | | 3 |
| Total Required General Education Credits | | | 15 |
| Required Courses | | | |
| FIL 1200 | Motion Picture and Television Production I | | 3 |
| FIL 2000 | Introduction to Film Communication | | 3 |
| FIL 2100 | Writing for Motion Pictures and Television | | 3 |
| FIL 2104 | Cinematography and Lighting | | 3 |
| FIL 2202C | Motion Picture and Television Production II | | 4 |
| FIL 2211C | Editing and Post Production | | 3 |
| FIL 2220 | Motion Picture and Television Direction | | 3 |
| FIL 2275C | Sound | | 3 |
| FIL 2332 | News and Documentary Production | | 3 |
| FIL 2400 | History of Motion Pictures | | 3 |
| FIL 1620 | Computer Applications for Motion Pictures and Television | | 3 |
| FIL 2932 | The Business and Marketing of Motion Pictures and Television | | 3 |
| FIL 2941 | Motion Picture and Television Internship I | | 1 |
| FIL 2942 | Motion Picture and Television Internship II | | 1 |
| FIL 2943 | Motion Picture and Television Internship III | | 1 |
| MMC1000 | Survey of Mass Communications | | 3 |
| RTV 2000C | Television Studio Production | | 3 |
| Total Required Course Credits | | | 40 |
| Electives (Choose 3 credits) | | | |
| FIL 2012 | Portfolio Preparation | | 2 |
| FIL 2281 | Introduction to Digital Animation | | 3 |
| FIL 2910 | Independent Project in Motion Picture and Television Production | | 3 |
| FIL 2944 | Motion Picture and Television Internship IV | | 1 |
| PGY 1401C | Introduction to Photography | | 3 |
| Total Elective Credits | | | 3 |
| Total Program Credits | | | 64 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2282.asp

Graphic Design Technology

AAS A018/AS 2011

This program is designed to prepare the student to enter the graphic design field. Each student will develop a portfolio, crucial for employment, while enrolled in the program.

The Graphic Design program is approved for articulation with Florida Atlantic University's B.F.A. Graphic Design Program. Courses with an asterisk indicate transferability to F.A.U. For more information about articulation agreements, please speak with the department chair.

All General Education courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Special Admissions Requirements

Graphic Design Transfer Students: Approval of transferred courses is by the graphic design department chair and is based on an accredited transcript of coursework submitted through the Office of Admissions. Experiential credit may be approved for students with field experience through portfolio review. A committee review will determine placement.

Program/Interview Counseling: Students are required to seek advisement from the graphic design department chair to assure they enroll in the necessary courses to graduate on schedule.

Special Notes: Students are encouraged to enroll in GRA 2940, Graphic Design Internship, in order to gain experience and a better understanding of the graphics industry. Students must have a 3.0 minimum GPA in all graphic design coursework, have finished all other required courses for the Graphic Design A.A.S. or A.S. program and have permission of the graphic design department chair.

A grade of C or higher is required to advance in the program.

All Macintosh computer courses need to be taken within five years of graduation or need to be repeated. For exceptions, see department chair.

Students should be prepared to take day, evening and summer courses to complete their degree requirements.

| General Education Requirements | | | Credits |
|---|--|--|-----------|
| ARH 1000 | Art Appreciation * | | 3 |
| ENC 1101 | College Composition I (A.S. students) | | 0/3 |
| ENC 1151 | Applied Communications (A.A.S. students) | | 3/0 |
| HSC 2100 | Health Concepts & Strategies | | 3 |
| MAC1105 | College Algebra (A.S. students) | | 0/3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | | 3/0 |
| SPC 1016 | Fundamentals of Speech Communication | | 3 |
| SYG 2000 | Introduction to Sociology | | 3 |
| Total Required General Education Credits | | | 18 |
| Required Courses | | | |
| ART 1201C | Design Fundamentals * | | 3 |
| ART 1205C | Color Design* | | 3 |
| ART 1300C | Drawing I* | | 3 |
| ART 2232C | Portfolio Composition * | | 3 |
| GRA 1190C | Graphic Design I * | | 3 |
| GRA 1530C | Typography | | 3 |
| GRA 2100C | Introduction to Macintosh Graphics | | 3 |
| GRA 2121C | Macintosh Publishing I | | 3 |
| GRA 2151C | Macintosh Illustration I | | 3 |
| GRA 2191C | Graphic Design II * | | 3 |
| GRA 2811C | Macintosh Image Creation I | | 3 |
| PGY 1401C | Introduction to Photography * | | 3 |
| Total Required Course Credits | | | 36 |
| Graphic Design Electives (Choose 10 credits) | | | |
| ART 1301C | Drawing II | | 3 |
| CGS 1060 | PC Starter | | 1 |
| GRA 2122C | Macintosh Publishing II | | 3 |
| GRA 2152C | Macintosh Illustration II | | 3 |
| GRA 2812C | Macintosh Image Creation II | | 3 |
| GRA 2940 | Graphic Design Internship | | 3 |
| Total Required Graphic Design Elective Credits | | | 10 |
| Total Program Credits | | | 64 |

* These courses articulate with the B.F.A. Graphic Design Program at Florida Atlantic University.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2011.asp

Theatre and Entertainment Technology AS

This program offers three music tracks and one dance track from which the student can choose: General Music Track, Popular Music and Jazz Track, Music Theatre Track and Dance Track.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs. All students must take the General Education courses. Students can take General Education requirements at any time during the course sequence.

GENERAL MUSIC TRACK

AS 2274

The General Music Track is a basic program of studies designed to assist those engaged in teaching, performing, or conducting music. The music electives in the program may be selected to benefit the student in his particular area of specialization, such as sacred music or private teaching.

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF1106 | Liberal Arts Mathematics | 3 |
| MUL 1010 | Music Appreciation | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|----------|---|----|
| MUT1111 | Music Theory I ** | 3 |
| MUT1241 | Ear Training and Sight Singing I | 1 |
| MUS0010L | Recital Seminar | 0 |
| MVK1111A | Class Instruction - Piano I * | 1 |
| | Applied Music * | 2 |
| | Ensembles | 1 |
| MUC2301 | Introduction to Electronic Music I | 3 |
| MUS0010L | Recital Seminar | 0 |
| MUT1112 | Music Theory II | 3 |
| MUT1242 | Ear Training and Sight Singing II | 1 |
| MVK1111B | Class Instruction - Piano II * | 1 |
| | Applied Music * | 2 |
| ENC 1151 | Applied Communications | 3 |
| MUS0010L | Recital Seminar | 0 |
| | Applied Music * | 2 |
| | Ensembles | 1 |
| MUS0010L | Recital Seminar | 0 |
| | Applied Music * | 2 |
| | Ensembles | 2 |
| | Music Electives (Students should seek advice from the faculty advisor.) | 18 |

Total Program Credits ■4

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2274.asp

POPULAR MUSIC AND JAZZ TRACK

AS 2283

The Popular Music and Jazz Track prepares the student for a professional career in pop, jazz, rock or commercial music, as a performer, arranger and/or composer.

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF1106 | Liberal Arts Mathematics | 3 |
| MUL 1010 | Music Appreciation | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|----------|---|---|
| MUS0010L | Recital Seminar | 0 |
| MUT1111 | Music Theory I ** | 3 |
| MUT1241 | Ear Training and Sight Singing I | 1 |
| MVK1111A | Class Instruction - Piano I * | 1 |
| | Applied Music * | 2 |
| | Ensembles | 1 |
| MUC2301 | Introduction to Electronic Music I | 3 |
| MUS0010L | Recital Seminar | 0 |
| MUT1112 | Music Theory II | 3 |
| MUT1242 | Ear Training and Sight Singing II | 1 |
| MVK1111B | Class Instruction - Piano II * | 1 |
| | Applied Music * | 2 |
| | Ensembles | 1 |
| MUC2302 | Introduction to Electronic Music II | 3 |
| MUS0010L | Recital Seminar | 0 |
| MUT1351 | Jazz Arranging I | 3 |
| MUT2116 | Music Theory III | 3 |
| MUT2246 | Ear Training and Sight Singing III | 1 |
| | Applied Music * | 2 |
| | Ensembles | 1 |
| ENC 1151 | Applied Communications | 3 |
| MUS0010L | Recital Seminar | 0 |
| MUT1352 | Jazz Arranging II | 3 |
| | Applied Music * | 2 |
| | Ensembles | 1 |
| | Music Electives (Students should seek advice from the faculty advisor.) | 5 |

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2283.asp

MUSIC THEATRE TRACK

AS 2284

The Music Theatre Track prepares the student for a professional career in music theatre as a singer-dancer-actor or technician.

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF1106 | Liberal Arts Mathematics | 3 |
| MUL 1010 | Music Appreciation | 3 |
| | or - | |
| THE 1000 | Theater Appreciation | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|-----------|-----------------------------------|---|
| MUN1310R | Concert Chorus | 1 |
| MUS0010L | Recital Seminar | 0 |
| MUT1111 | Music Theory I ** | 3 |
| MUT1241 | Ear Training and Sight Singing I | 1 |
| MVK1111A | Class Instruction - Piano I * | 1 |
| TPP 2100 | Acting I | 3 |
| TPP 2190R | Rehearsal and Performance I | 3 |
| | Applied Music * | 3 |
| | Ensembles | 1 |
| MUS0010L | Recital Seminar | 0 |
| MUT1112 | Music Theory II | 3 |
| MUT1242 | Ear Training and Sight Singing II | 1 |
| MVK1111B | Class Instruction - Piano II * | 1 |
| THE 2051 | Theater for a Children's Audience | 3 |
| THE 2110 | Acting II | 3 |
| THE 2300 | Dramatic Literature | 3 |
| | Applied Music * | 1 |
| | Ensembles | 1 |
| TPA 1200 | Stagecraft I | 3 |
| MUS0010L | Recital Seminar | 0 |
| THE 2925L | Play Production | 1 |
| TPA 2211 | Advanced Stagecraft | 3 |
| TPP 2510 | Movement for the Theater | 3 |
| | Applied Music * | 2 |
| | Ensembles | 2 |

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2284.asp

DANCE TRACK

AS 2285

The Dance Track is designed to prepare students for a professional career in dance. Dance classes are conducted at Klein Dance. Placement auditions for all dance students are required to determine entry level and advancement. To arrange placement auditions, telephone Klein Dance at (561) 586-1889.

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF1106 | Liberal Arts Mathematics | 3 |
| MUL 1010 | Music Appreciation | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|----------|---|---|
| DAN 1600 | Music for Dance | 3 |
| MUS0010L | Recital Seminar | 0 |
| MUT1001 | Fundamentals of Music | 3 |
| | Dance Electives (Students should seek advice from the faculty advisor.) | 7 |
| ENC 1151 | Applied Communications | 3 |
| MUS0010L | Recital Seminar | 0 |
| TPP 2100 | Acting I | 3 |
| TPP 2510 | Movement for the Theater | 3 |
| | Dance Electives (Students should seek advice from the faculty advisor.) | 7 |
| MUS0010L | Recital Seminar | 0 |
| THE 1000 | Theater Appreciation | 3 |
| | Dance Electives (Students should seek advice from the faculty advisor.) | 7 |
| MUS0010L | Recital Seminar | 0 |
| | Dance Electives (Students should seek advice from the faculty advisor.) | 7 |

Total Program Credits 64

* Auditions are required for placement in Applied Music courses (both classes and private lessons).

** Placement examination is required for Music Theory. Students who do not qualify for Theory I are required to take MUT 1001 (Fundamental of Music) first.

Note: Attendance at Recital Seminar is required each term.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2285.asp



Engineering & Architecture

PSAV

Architectural Drafting

Electrical Drafting

Electronic Drafting

Electronic Technology

Mechanical Drafting

Structural Drafting

AAS/AS

Drafting and Design Technology

Electronics Engineering Technology

Interior Design Technology

Architectural Drafting PSAV 5208

This program is designed to prepare the student for employment as an architectural drafter. Architectural drafters draw architectural and structural features of buildings and other structures. They may specialize by the type of structure, such as residential or commercial, or by material used, such as reinforced concrete, masonry, steel or timber. The course content includes blueprint reader, drafting assistant, architectural detailer, CAD drafter and drafter/architectural.

| Required Courses | Clock Hours |
|---|-------------|
| Group A | |
| ETD 0071 Blueprint Reading | 150 |
| Group B | |
| ETD 0073 Drafting I | 250 |
| EDT 0531 Architectural CAD Drafting | 200 |
| Group C | |
| ETD 0530 Architectural Drafting I | 150 |
| TDR 0552 Construction Documents | 50 |
| Group D | |
| TDR 0522 Engineering as Applied to Architectural Drafting | 150 |
| TDR 0531 Fundamentals of Design I | 250 |
| TDR 0560 Construction Materials and Methods | 150 |
| Group E | |
| ETD 0532 Architectural Drafting II | 250 |
| TDR 0534 Fundamentals of Design II | 150 |
| TDR 0558 Fundamentals of Professional Practice | 150 |
| Total Program Hours | 1900 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5208.asp

Electrical Drafting PSAV 5211

This program is designed to prepare the student for employment as an electrical drafter. Electrical drafters prepare wiring and layout diagrams used by workers who erect, install and repair electrical equipment and wiring in communication centers, powerplants, electrical distribution systems and buildings. Electrical drafters draw wiring diagrams, circuit board assembly diagrams, schematics and layout drawings used in the manufacture, installation and repair of electrical devices and components. The course content includes instruction in electrical codes and specification, electrical drawings and an understanding of basic civil drawings and technical mathematics.

| Required Courses | Clock Hours |
|---|-------------|
| Group A | |
| ETD 0071 Blueprint Reading | 150 |
| Group B | |
| ETD 0073 Drafting I | 250 |
| TDR 0552 Construction Documents | 50 |
| TDR 0560 Construction Materials and Methods | 150 |
| Group C | |
| ETD 0601 Electrical Drafting | 600 |
| Total Program Hours | 1200 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5211.asp

Electronic Drafting PSAV 5212

This program is designed to prepare the student for employment as an electronic drafter. Electronic drafters draw wiring diagrams, circuit board assembly diagrams, schematics and layout drawings used in the manufacture, installation and repair of electronic devices and components. The course content includes instruction in electronic codes and specifications; electronic drawings; an understanding of basic civil drawings and technical mathematics.

| Required Courses | Clock Hours |
|---|-------------|
| Group A | |
| ETD 0071 Blueprint Reading | 150 |
| Group B | |
| ETD 0073 Drafting | 1250 |
| TDR 0552 Construction Documents | 50 |
| TDR 0560 Construction Materials and Methods | 150 |
| Group C | |
| ETD 0622 Electronic Drafting | 600 |
| Total Program Hours | 1200 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5212.asp

Electronic Technology PSAV 5167

This program is designed to prepare the student for employment as an electrical or electronic technician. The course content includes direct current circuits (DC), alternating currents (AC) and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams and schematics; soldering and chassis assembly techniques; laboratory practices; and technical recording and reporting.

| Required Courses | Clock Hours |
|---|-------------|
| Group A | |
| EEV 0810 Introduction to DC Circuits | 100 |
| EEV 0821 Soldering and Lab Practices | 70 |
| EEV 0851 Introduction to Engineering Math & Science | 40 |
| SLS 0380 Introduction to Business | 40 |
| Group B | |
| EEV 0811 Advanced DC Circuits | 120 |
| EEV 0812 AC Circuits | 100 |
| EEV 0813 Electronic Devices | 90 |
| EEV 0852 Math & Science | 60 |
| EEV 0853 Advanced Math & Science | 40 |
| Group C | |
| EEV 0793 Communication & Documentation | 60 |
| EEV 0815 Logic Circuits | 140 |
| EEV 0816 Microprocessor Fundamentals | 180 |
| EEV 0840 Computer Language | 60 |
| EEV 0850 Digital Mathematics | 30 |
| Group D | |
| EEV 0814C Analog Circuits | 200 |
| EEV 0855 Math & Science Verification | 70 |
| Total Program Hours | 1400 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5167.asp

Mechanical Drafting PSAV 5210

This program is designed to prepare the student for employment as a mechanical drafter. Mechanical drafters prepare detail and assembly drawings of a wide variety of machinery and mechanical devices, indicating dimensions, fastening methods and other requirements. The course content includes instruction in safe and efficient work practices, reprographic machine operation, use of drafting tools and equipment, drafting skills, charts and graphs, computer-aided drawings and technical mathematics.

| Required Courses | Clock Hours |
|---|-------------|
| Group A | |
| ETD 0071 Blueprint Reading | 150 |
| Group B | |
| ETD 0073 Drafting I | 250 |
| TDR 0552 Construction Documents | 50 |
| TDR 0560 Construction Materials and Methods | 150 |
| Group C | |
| ETD 0700 Mechanical Drafting I | 200 |
| Group D | |
| ETD 0702 Mechanical Drafting II | 600 |
| Group E | |
| ETD 0701 Mechanical CAD Drafting | 500 |
| Total Program Hours | 1900 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5210.asp

Structural Drafting PSAV 5209

This program is designed to prepare the student for employment as a structural drafter. Structural drafters prepare drawings and topographical and relief maps used in major construction or civil engineering projects such as highways, bridges, pipelines, flood control projects and water and sewage systems. The course content includes instruction in blueprint reader, drafting assistant, cartographic drafter, civil drafter and structural drafter.

| Required Courses | Clock Hours |
|---|-------------|
| Group A | |
| ETD 0071 Blueprint Reading | 150 |
| Group B | |
| ETD 0073 Drafting I | 250 |
| TDR 0552 Construction Documents | 50 |
| TDR 0560 Construction Materials and Methods | 150 |
| Group C | |
| ETD 0138 Cartographic Drafting | 300 |
| Group D | |
| ETD 0540 Civil Drafting | 600 |
| Group E | |
| ETD 0542 Structural Drafting | 300 |
| Total Program Hours | 1900 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5209.asp.

Drafting and Design Technology AAS A169/AS 2178

This program prepares the student for employment in the field of technical graphical representation. Course content provides the basics of drafting practice and techniques.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

| General Education Requirements | Credits |
|---|-----------|
| ENC 1101 College Composition I (A.S. students) | 3 |
| ENC 1151 Applied Communications (A.A.S. students) | (3) |
| MAC1105 College Algebra | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | 15 |

| Required Courses | Credits |
|---|--------------|
| BCN 1210 Building Construction Materials | 3 |
| BCN 2253C Architectural Drafting | 3 |
| ENC 1151 Applied Communications (A.S. students) | 0/3 |
| ETD 1100C Introduction to Technical Drawing | 3 |
| ETD 1320C Introduction to Computer Drafting | 3 |
| ETD 1461C Mechanical Design I | 4 |
| ETD 1528 Mechanical Design II | 4 |
| ETD 1614C Electronic Drafting | 3 |
| ETD 1620C Electrical Drafting | 3 |
| ETD 2350C Advanced Computer Drafting | 3 |
| ETI 2633 Industrial Relationships | 3 |
| MAC1114 Trigonometry | 3 |
| PHY 1001 Applied Physics | 3 |
| SUR 1101C Basic Surveying and Mapping | 4 |
| Total Required Course Credits | 42/45 |

Electives

(A.A.S. students select 5 credits and A.S. students select 2 credits)

| | |
|--|------------|
| ETD 2331C AutoLISP | 2 |
| ETD 2332C Customizing AutoCAD | 2 |
| ETD 2352C Modeling in 3D | 2 |
| ETD 2355C Three-Dimensional CAD | 3 |
| ETD 2377C 3D Studio Max I | 3 |
| ETD 2378C 3D Studio Max II | 3 |
| Total Required Elective Credits | 5/2 |
| Total Program Credits | 62 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2178.asp

Electronics Engineering Technology AAS A166

This program prepares students to enter the electronic technology field and assist in the design, production, operation and servicing of electronic systems and equipment. Graduates of this program may assist professional engineers in laboratories, become testers or inspectors on an assembly line or apply their knowledge to practical problems of design and construction in research development.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. degree programs.

| General Education Requirements | Credits |
|---|-----------|
| ENC 1101 College Composition I | 3 |
| MAT 1033 Intermediate Algebra | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | 15 |

| Required Courses | Credits |
|--|-----------|
| CET 1123C Microprocessors | 4 |
| CET 2112C Logic Circuits | 4 |
| CET 1171C Computer Maintenance and Repair | 3 |
| CGS 1570 Microcomputer Applications | 3 |
| EET 1015C DC Circuits | 4 |
| EET 1025C AC Circuits | 4 |
| EET 2121C Electronics I | 4 |
| EET 2122C Electronics II | 4 |
| EET 2322C Communication Electronics | |
| - or - | |
| EST 2541C Servo-Mechanisms and Instrumentation | 4 |
| EET 2515C DC and AC Motors and Generators | 4 |
| EST 2542C Programmable Controllers | 3 |
| MAC1105 College Algebra | 3 |
| Total Required Course Credits | 44 |

Electives (Choose three)

| | |
|---|-----------|
| EET 2942 Electronic Engineering Technology Internship I | 3 |
| EET 2943 Electronic Engineering Internship II | 3 |
| ETD 1320C Introduction to Computer Drafting | 3 |
| ETD 1620C Electrical Drafting | 3 |
| ETI 2633 Industrial Relationships | 3 |
| Total Required Elective Credits | 9 |
| Total Program Credits | 62 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/A166.asp

Interior Design Technology AS 2012

This A.S. program offers courses in interior design that focus on professional and technical knowledge, client needs, cost effectiveness, building systems, health, safety and environmental issues, as well as aesthetic principles essential to understanding space planning and the design process. It has been established to meet the educational requirements set by the state of Florida Board of Architecture and Interior Design for interior design licensing. After completion of this program, four years of work experience under a licensed interior designer or registered architect is required to apply for licensing and to sit for the National Council for Interior Design Qualification (NCIDQ) Examination.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Special Admissions Requirements

Transfer students must have a minimum 2.0 GPA. Acceptance into the program is not guaranteed. A portfolio review and counseling are required prior to enrollment.

Students must have a minimum 2.5 GPA in all major coursework.

A grade of C or higher is required to advance in the program.

General Education Requirements

| | | |
|---|--|-----------|
| ARH 1000 | Art Appreciation (recommended) | |
| - or - | | |
| Any course from Humanities - Area II | | 3 |
| ENC 1101 | College Composition I | 3 |
| ENC 1102 | College Composition II | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| PSY 2012 | General Psychology (recommended) | |
| - or - | | |
| Any course from Social Sciences - Area V | | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| MGF 1106 | Liberal Arts Mathematics (recommended) | |
| - or - | | |
| Any course from Mathematics - Area III | | 3 |
| Total Required General Education Credits | | 21 |

Required Courses

| | | |
|-----------|-----------------------------------|---|
| IND 1025C | Fundamentals of Color and Design | 3 |
| IND 1233C | Design Studio I | 3 |
| IND 1234C | Design Studio II | 3 |
| IND 1401C | Technical Design I | 3 |
| IND 1935 | Building and Barrier Free Codes | 3 |
| IND 2100 | History of Interiors I | 3 |
| IND 2130 | History of Interiors II | 3 |
| IND 2237C | Design Studio III | 3 |
| IND 2238C | Design Studio IV | 3 |
| IND 2307C | Interior Design Graphics | 3 |
| IND 2424C | Technical Design II | 3 |
| IND 2432C | Interior Lighting | 3 |
| IND 2460C | CAD for Interiors I | 3 |
| IND 2463C | CAD for Interiors II | 3 |
| IND 2505 | Professional Practices | 3 |
| IND 2931C | Special Topics in Interior Design | 3 |
| IND 2941C | Interior Design Internship | 1 |

Total Required Course Credits **49**

Total Program Credits **70**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2012.asp



AAS/AS

Environmental Horticulture Technology Environmental Science Technology

SPECIALTY TRACKS:

CONSERVATION ECOLOGY
ENVIRONMENTAL ASSESSMENT
ENVIRONMENTAL HORTICULTURE
TECHNOLOGY
HYDROLOGIC STUDIES

Environmental Horticulture Technology AS 2191

Suspended for 2003-2004 Academic Year

(Refer to Environmental Horticulture Technology track AS 2218 listed in the Environmental Science Technology AS program.)

This program is designed to prepare the student for management and technical positions in the green industry. Course content provides broad and well-rounded training in such areas as turf-grass culture, pesticides, plant physiology, nursery management and landscape construction. In addition to the A.S. degree, the Environmental Horticulture Technology program offers an associate in arts degree, articulation with the University of Florida and a certificate program.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

Special Admissions Requirements

Students must have a minimum 2.0 GPA for entrance into this program. Students should discuss their goals with the department chair during the first term of enrollment.

General Education Requirements

| | | | |
|---|--------------------------------------|---------|-----------|
| CHM1015 | Principles of Chemistry | Credits | 3 |
| ENC 1101 | College Composition I | | 3 |
| HSC 2100 | Health Concepts & Strategies | | 3 |
| MGF 1106 | Liberal Arts Mathematics | | 3 |
| SPC 1016 | Fundamentals of Speech Communication | | 3 |
| Any course from Humanities - Area II | | | 3 |
| Any course from Social Science - Area V | | | 3 |
| Total Required General Education Credits | | | 21 |

Required Courses

| | | |
|--------------------------------------|---|-----------|
| GCO2230 | Pumping and Irrigation Systems | 3 |
| IPM 1301 | Pesticides | 3 |
| ORH1010 | Introduction to Horticulture | 3 |
| ORH2220 | Turfgrass Culture | 3 |
| ORH2412 | Plant Physiology | 3 |
| ORH2510 | Ornamental Plant Identification I | 3 |
| ORH2830 | Introduction to Landscape Design | 3 |
| ORH2949C | Ornamental Horticulture Work Experience/Internship | 3 |
| PLS 2220 | Plant Propagation | 3 |
| PMA2213 | Plant Pest Management | 3 |
| SOS 1102 | Soils and Fertilizers | 3 |
| Total Required Course Credits | | 33 |

Electives (Choose two)

| | | |
|----------|--|---|
| APA 1111 | Bookkeeping I | 3 |
| BUL 2241 | Business Law I | 3 |
| CGS 1570 | Microcomputer Applications | 3 |
| MAN2021 | Principles of Management | 3 |
| MNA2345 | Principles of Supervision | 3 |
| ORH1842 | Landscape Construction | 3 |
| ORH2232 | Arboriculture | 3 |
| ORH2251 | Nursery Management | 3 |
| ORH2511 | Introduction to Plants of South Florida Ecosystems | 3 |

| | | |
|--|--------------------------------------|-----------|
| ORH2835 | Computer-Aided Landscape Design | 3 |
| ORH2873 | Interiorscape Design and Maintenance | 3 |
| SBM 2000 | Small Business Management | 3 |
| Total Required Elective Credits | | 9 |
| Total Program Credits | | 60 |

Environmental Science Technology AS

This program consists of three tracks. The Conservation Ecology track prepares the student for a position in ecological restoration organizations, conservation organizations, the eco-tourism industry, and parks and recreation agencies. The Environmental Assessment track teaches the student to assess the presence or potential of hazardous materials in the environment and prepare remediation plans. The Hydrologic Studies track trains the student to monitor the quality and quantity of surface and ground water to ensure safety and a record of data.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

CONSERVATION ECOLOGY TRACK

AS 2216

| General Education Requirements | | Credits |
|---|--|-----------|
| ENC 1101 | College Composition I | 3 |
| GEO 1010 | Principles of Geography and Conservation | 3 |
| HSC 2100 | Health Concepts and Strategies | 3 |
| MAC1105 | College Algebra | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|--------------------------------------|-----------------------------|-----------|
| CGS 1570 | Microcomputer Applications | 3 |
| CHM1015 | Principles of Chemistry | 3 |
| CHM1015L | Principles of Chemistry Lab | 1 |
| ENC 1151 | Applied Communications | 3 |
| STA 2023 | Statistics | 3 |
| Total Required Course Credits | | 13 |

Business Electives (Choose one)

| | | |
|--|---------------------------|----------|
| GEB 1011 | Introduction to Business | 3 |
| MAN2021 | Principles of Management | 3 |
| MNA2345 | Principles of Supervision | 3 |
| Total Required Elective Credits | | 9 |

Required Track Courses

| | | |
|-----------|--|---|
| BSC 1010 | Principles of Biology | 3 |
| BSC 1010L | Principles of Biology Lab | 1 |
| BSC 1011 | Principles of Biology II | 3 |
| BSC 1011L | Principles of Biology II Lab | 1 |
| BSC 1050 | Environmental Conservation | 3 |
| EVR 1007 | Florida's Environmental History | 3 |
| EVR 2266 | Survey in Environmental Mapping/GIS/Remote Sensing | 3 |

| | | |
|---|--|-----------|
| EVR 2940 | Internship - Conservation Ecology | 1 |
| GLY 2030C | Environmental Geology | 3 |
| IPM 1301 | Pesticides | 3 |
| ORH2511 | Introduction to Plants of South Florida Ecosystems | 3 |
| Environmental Elective (PCB 2350C Tropical Ecology recommended) | | 3 |
| Total Required Track Credits | | 30 |
| Total Program Credits | | 64 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2216.asp

ENVIRONMENTAL ASSESSMENT TRACK

AS 2215

| General Education Requirements | | Credits |
|---|--|-----------|
| ENC 1101 | College Composition I | 3 |
| GEO 1010 | Principles of Geography and Conservation | 3 |
| HSC 2100 | Health Concepts and Strategies | 3 |
| MAC1105 | College Algebra | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

| | | |
|--------------------------------------|-----------------------------|-----------|
| CGS 1570 | Microcomputer Applications | 3 |
| CHM1015 | Principles of Chemistry | 3 |
| CHM1015L | Principles of Chemistry Lab | 1 |
| ENC 1151 | Applied Communications | 3 |
| MAC1140 | Precalculus | 3 |
| STA 2023 | Statistics | 3 |
| Total Required Course Credits | | 16 |

Required Track Courses

| | | |
|---|--|-----------|
| BSC 1050 | Environmental Conservation | 3 |
| ETD 1320C | Introduction to Computer Drafting | 3 |
| EVS 2193 | Environmental Sampling Techniques | 3 |
| EVR 1210 | Introduction to Water Resources | 3 |
| EVR 2266 | Survey in Environmental Mapping/GIS/Remote Sensing | 3 |
| EVR 2858 | Survey of Environmental Law | 2 |
| EVR 2941 | Internship - Environmental Assessment | 1 |
| EVS 2601 | Introduction to Hazardous Materials | 3 |
| EVS 2602 | Principles of Environmental Site Assessment | 3 |
| GLY 2030C | Environmental Geology | 3 |
| Environmental Elective (EVR 2290 Groundwater Hydrology or EVR 2212 Surface Water Hydrology recommended) | | 3 |
| Total Required Track Course Credits | | 30 |
| Total Program Credits | | 64 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2215.asp

ENVIRONMENTAL HORTICULTURE TECHNOLOGY TRACK

AS 2218

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| BOT 1010 | General Botany | 3 |
| BOT 1010L | General Botany I Lab | 1 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF1106 | Liberal Arts Mathematics | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| Total Required General Education Credits | | 22 |

Required Courses

| | | |
|--------------------------------------|--|-----------|
| GCO2230 | Pumping and Irrigation Systems | 3 |
| IPM 1301 | Pesticides | 3 |
| - or - | | |
| PMA 2213 | Plant Pest Management | 3 |
| ORH1010 | Introduction to Horticulture | 3 |
| ORH1016 | Environmental Issues in Horticulture | 3 |
| ORH2412 | Plant Physiology | 3 |
| ORH2510 | Ornamental Plant Identification I | 3 |
| ORH2830 | Introduction to Landscape Design | 3 |
| ORH2949C | Ornamental Horticulture Work Experience/Internship | 3 |
| PLS 2220 | Plant Propagation | 3 |
| SOS 1102 | Soils and Fertilizers | 3 |
| Total Required Course Credits | | 30 |

Horticulture Electives (Choose one course)

| | | |
|---|--|----------|
| ORH1842 | Landscape Construction | 3 |
| ORH2232 | Arboriculture | 3 |
| ORH2251 | Nursery Management | 3 |
| ORH2511 | Introduction to Plants of South Florida Ecosystems | 3 |
| ORH2835 | Computer-Aided Landscape Design | 3 |
| ORH2873 | Interiorscape Design and Maintenance | 3 |
| Total Horticulture Elective Course Credits | | 3 |

Electives (Choose three courses)

| | | |
|--|----------------------------|-----------|
| APA 1111 | Bookkeeping I | 3 |
| BUL 2241 | Business Law I | 3 |
| CGS 1570 | Microcomputer Applications | 3 |
| MAN2021 | Principles of Management | 3 |
| MNA2345 | Principles of Supervision | 3 |
| SBM 2000 | Small Business Management | 3 |
| Total Required Elective Credits | | 18 |

| | | |
|------------------------------|--|-----------|
| Total Program Credits | | 64 |
|------------------------------|--|-----------|

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2218.asp

HYDROLOGIC STUDIES TRACK

AS 2214

| General Education Requirements | | Credits |
|---|--|-----------|
| ENC 1101 | College Composition I | 3 |
| GEO 1010 | Principles of Geography and Conservation | 3 |
| HSC 2100 | Health Concepts and Strategies | 3 |
| MAC1105 | College Algebra | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Total Required General Education Credits | | 18 |

Required Courses

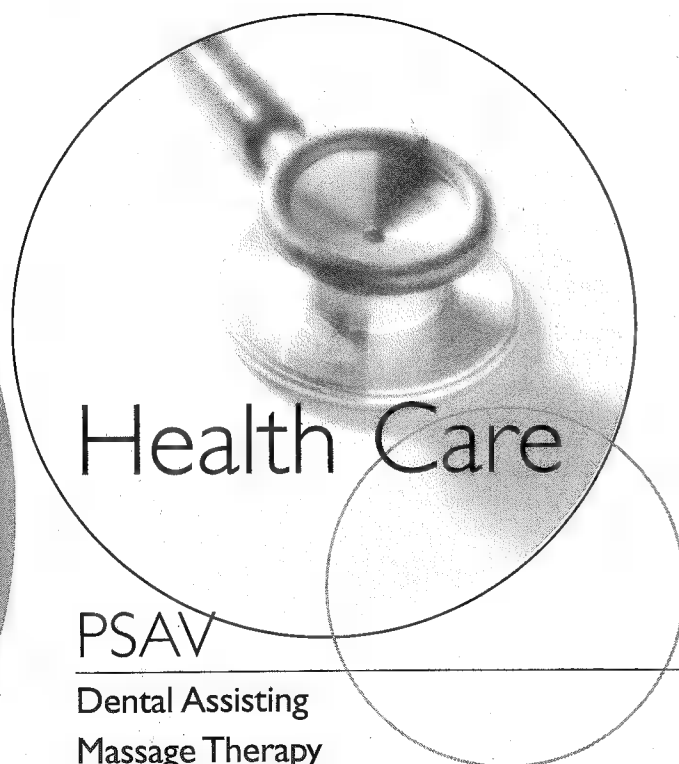
| | | |
|--------------------------------------|-----------------------------|-----------|
| CGS 1570 | Microcomputer Applications | 3 |
| CHM1015 | Principles of Chemistry | 3 |
| CHM1015L | Principles of Chemistry Lab | 1 |
| ENC 1151 | Applied Communications | 3 |
| MAC1140 | Precalculus | 3 |
| STA 2023 | Statistics | 3 |
| Total Required Course Credits | | 16 |

Required Track Courses

| | | |
|-------------------------------------|---|-----------|
| BSC 1050 | Environmental Conservation | 3 |
| ETD 1320C | Introduction to Computer Drafting | 3 |
| EVR 1210 | Introduction to Water Resources | 3 |
| EVR 2195C | Water Resources Field Methods | 4 |
| EVR 2212 | Surface Water Hydrology | 3 |
| EVR 2290 | Groundwater Hydrology | 3 |
| EVR 2942 | Internship - Hydrologic Studies | 1 |
| EVS 1214C | Water Quality Monitoring and Assessment | 4 |
| EVS 2193 | Environmental Sampling Techniques | 3 |
| GLY 2030C | Environmental Geology | 3 |
| Total Required Track Credits | | 30 |

| | | |
|------------------------------|--|-----------|
| Total Program Credits | | 64 |
|------------------------------|--|-----------|

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2214.asp



Health Care

PSAV

Dental Assisting
Massage Therapy
Medical Assisting
Patient Care Assistant
Practical Nursing
Surgical Technology

AAS/AS

Dental Hygiene Radiography
Dietetic Technician Respiratory Care
Nursing Sonography

ATC

Cardiovascular Intervention Technology
Cardiovascular Nursing
Community Home Health Nursing
Computed Tomography
Critical Care Nursing
Magnetic Resonance Imaging
Medical Surgical Nursing
Perioperative Nursing

Dental Assisting PSAV 5155

Limited Access

The Dental Assisting program is a limited access, combined vocational credit/college credit program accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. Graduates will receive a Florida Expanded Functions Certificate. One class is accepted annually beginning in the fall term.

Special Admissions Requirements

The Dental Assisting program is limited to the number of students it may admit to each class. The following criteria are established as the minimum to be eligible for placement in the selection pool. Meeting minimum criteria for selection does not guarantee admission to the Dental Assisting program. Final selection will be based on the applicant pool and space available. Preference for selection will be given to students who have completed any or all of the electives HSC 1000/1000L, HSC 2100, HSC 2531, SLS 1501 and/or CGS 1570. See the PBCC Dental Assisting Application Form or call the dental health services coordinator at (561) 868-3752 for further details on selection.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Assisting Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by July 1 of each year to be eligible for consideration for selection into the program. The Dental Assisting program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general College application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general College application and fee.

2. High School Graduation

All applicants must hold either a standard high school diploma or a U.S. GED certificate. Proof of this must be submitted directly to the Registrar's Office at the Lake Worth location from the issuing agency.

3. College Transcripts

All applicants who have attended other colleges/universities must have official transcripts submitted directly to the Registrar's Office at the Lake Worth location. A minimum 2.0 cumulative college GPA is required to be eligible for selection.

4. Placement Test Scores

All applicants must take the Level A Test of Adult Basic Education (TABE) within two years prior to the application deadline date and score at least at the 12th grade competency level in all parts of the examination to be eligible for consideration for selection. Those who do not are encouraged to complete remediation and to retest prior to the beginning of the program.

Anyone successfully retesting may be reconsidered for selection after the application deadline on a space available basis. Call the Testing Center at the Lake Worth location at (561)868-3011.

5. Program Counseling

All students are strongly urged to speak with the dental health services coordinator as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu.

6. Addition of Points

One TABE test point will be added to the applicant's overall score for each credit of coursework successfully completed from the list of elective courses described under Special Admissions Requirements above.

7. Special Notes

A. Once officially accepted into the Dental Assisting program, the applicant must submit a dental examination and a medical examination on a PBCC Allied Health Medical Examination Form dated within one year prior to the start of the program.

B. All accepted applicants for the Dental Assisting program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of or refusal to obtain Hepatitis B immunization must be provided upon entrance into the program.

C. The student will be automatically enrolled in the student accident/health insurance coverage program provided by PBCC.

D. All program courses with the prefix DEA plus DES 1800, DES 1800L, DES 1200 and DES 1200L must be passed in sequence with a grade of Pass, or C or higher to continue in the program. Other courses may be passed at the level of D to continue, but students who receive one grade of D and who at a later time wish to apply to the PBCC Dental Hygiene program would not be granted admission to that program until that course has been repeated and a grade of C or higher earned. See 7.E below for additional information regarding grades and Dental Hygiene program admission policies.

E. Any student who has withdrawn from or failed one Dental Assisting (DEA) or Dental Hygiene (DEH or DES) course and wishes to re-enter the program must re-apply for a place in the following year's class. If advanced standing in the class is requested, it will be granted on a space available basis only. That student will also be required to: (1) repeat any failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. Two separate failures of any Dental Assisting and/or Dental Hygiene course(s) will render the student ineligible for readmission to a Dental Assisting class. In addition, two separate grades of D or F in any DEA, DEH or DES course(s) will render the student ineligible for selection for admission to any subsequent Dental Hygiene class.

Required Courses

Credit Hrs/Voc. Credits

Term One (Fall Term—First Eight Weeks)

| | | |
|-----------|---|-----|
| DES 1020 | Dental Anatomy * | 3/0 |
| DES 1200 | Dental Radiology * | 2/0 |
| DES 1200L | Dental Radiology Lab * | 1/0 |
| DES 1600 | Office Emergencies * | 1/0 |
| DES 1800 | Introduction to Clinical Procedures * | 3/0 |
| DES 1800L | Introduction to Clinical Procedures Lab * | 1/0 |

Total **11/0**

Term Two (Fall Term—Second Eight Weeks)

| | | |
|-----------|-------------------------|-----|
| DEA 0130 | Related Dental Theory | 0/1 |
| DEA 0800 | Clinical Practice I | 0/1 |
| DEA 0800L | Clinical Practice I Lab | 0/4 |
| DEA 0940L | Dental Practicum I Lab | 0/1 |
| DES 1100 | Dental Materials * | 2/0 |
| DES 1100L | Dental Materials Lab * | 1/0 |

Total **3/7**

Term Three (Spring Term)

| | | |
|-----------|-------------------------------------|-----|
| DEA 0153 | Dental Psychology and Communication | 0/1 |
| DEA 0801 | Clinical Practice II | 0/1 |
| DEA 0801L | Clinical Practice II Lab | 0/8 |
| DEA 0850 | Clinical Practice III | 0/1 |
| DEA 0941L | Dental Practicum II Lab | 0/3 |
| DES 1830C | Expanded Functions | 2/0 |
| DES 1840 | Preventive Dentistry * | 2/0 |
| DES 2502 | Office Management * | 1/0 |

Total Required Courses **5/14**

Total Program Credit Hours **19/21**

**This course articulates with the PBCC Dental Hygiene Program.*

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5155.asp

Massage Therapy PSAV 5232

This program prepares the student for employment as a licensed massage therapist. Courses will include lecture and laboratory/clinical experience. After completion of the program, the student will be eligible to take the Florida Board of Massage Therapy licensure examination.

Special Admissions Requirements

Applicants to this program must provide proof of a standard high school diploma or U.S. GED.

Required Courses

Clock Hours

Group A

| | | |
|----------|----------------------|-----|
| HSC 0003 | Health Care Concepts | 78 |
| MSS 0252 | Massage Therapy I | 270 |
| MSS 0262 | Massage Therapy II | 250 |
| MSS 0263 | Massage Therapy III | 152 |

Total Program Hours **750**

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5232.asp

Medical Assisting PSAV 5236

This program is designed to prepare students as multi-skilled members of a physician's health care team. Students learn the necessary skills to work in both the administrative and clinical settings of a physician's office or an outpatient clinic. The program follows the standards and guidelines of an accredited program for medical assisting adopted by the American Association of Medical Assistants and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This program is accredited by CAAHEP.

Special Admissions Requirements

Applicants to this program must provide proof of a standard high school diploma, U.S. GED, or foreign equivalent.

| Required Courses | Clock Hours |
|--|-------------|
| HSC 0003 Health Care Concepts * | 78 |
| MEA 0002 Introduction to Medical Assistant and Human Relations | 15 |
| MEA 0230 Medical Terminology by Body Systems | 95 |
| MEA 0240 Mathematics for Clinical Calculations | 35 |
| MEA 0242 Pharmacology for the Medical Assistant | 60 |
| MEA 0253 Diseases, Disorders and Treatment for Medical Assisting | 320 |
| MEA 0254 Basic Medical Laboratory Techniques for the Medical Assistant | 25 |
| MEA 0258 Radiology for the Medical Assistant | 25 |
| MEA 0310 Introduction to Medical Office Procedures | 75 |
| MEA 0322 Advanced Medical Office Procedures | 45 |
| MEA 0334 Medical Insurance and Coding | 75 |
| MEA 0520 Phlebotomy for the Medical Assistant | 75 |
| MEA 0540 Electrocardiography for the Medical Assistant | 75 |
| MEA 0801 Externship in Medical Assisting | 173 |
| OTA 0100 Introduction to Keyboarding/Word Processing | 60 |
| PRN 0022 Body Structure and Function * | 69 |
| Total Program Hours | 1300 |

*Denotes prerequisites for program.

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5236.asp

Patient Care Assistant PSAV 5233

The Patient Care Assistant program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. The program is designed to have multiple career options with a base on which more complex skills can be added. Students who complete the program will receive certificates in nursing assisting, home health aide and patient care assisting and will be eligible to take the Florida Certification Exam for Nursing Assistants.

| Required Courses | Clock Hours |
|---------------------------------|-------------|
| Group A | |
| HSC 0300 Health Science Core | 90 |
| HCP 0120 Nursing Assistant | 75 |
| Group B | |
| HCP 0330 Home Health Aide | 50 |
| Group C | |
| HCP 0620 Patient Care Assistant | 75 |
| Total Program Hours | 290 |

This program does not offer a formal award.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5233.asp

Practical Nursing PSAV 5234

Limited Access

This program is designed to prepare students for employment as licensed practical nurses. The program is approved by the Florida State Board of Nursing so the graduate may take the examination to practice as a licensed practical nurse. Clinical experiences are included as an integral part of this program.

Special Admissions Requirements

Applicants to this program must provide proof of a standard high school diploma, U.S. GED or foreign equivalent. Other special admission requirements are associated with this program.

| Required Courses | Clock Hours |
|--|-------------|
| Group A | |
| HCP 0001 Health Science * | 78 |
| HCP 0120 Nursing Assistant | 75 |
| Group B | |
| PRN 0000 Fundamentals of Nursing | 100 |
| PRN 0381 Introduction to Medical/Surgical Nursing | 182 |
| PRN 0010 Comprehensive Nursing and Transitional Skills | 106 |
| PRN 0021 Growth/Development and Nutrition | 96 |
| PRN 0022 Body Structure and Function * | 69 |
| PRN 0030 Introduction to Drug Therapy | 85 |
| PRN 0100 Maternal and Newborn Health | 116 |
| PRN 0382 Medical/Surgical Nursing Including Pediatrics | 443 |
| Total Program Hours | 1350 |

*Denotes prerequisites for program.

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 11; English: 11; Mathematics: 11

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5234.asp

Surgical Technology PSAV 5235

Limited Access

This program is designed to prepare students for employment as surgical technologists. In a simulated surgical environment, students practice preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation. Clinical learning experiences in an operating room and related areas are an integral part of this program.

Special Admissions Requirements

Applicants to this program must provide proof of a standard high school diploma, U.S. GED or foreign equivalent. Other special admissions requirements are associated with this program.

| Required Courses | Clock Hours |
|--|-------------|
| Group A | |
| HSC 0003 Health Care Concepts * | 78 |
| PRN 0022 Body Structure and Function * | 69 |
| STS 0003 Introduction to Surgical Technology | 160 |
| STS 0120 Surgical Specialties I | 48 |
| STS 0121 Surgical Specialties II | 48 |
| STS 0122 Surgical Specialties III | 51 |
| STS 0155C Surgical Techniques and Procedures | 294 |
| STS 0255L Surgical Specialties I Clinical | 184 |
| STS 0256L Surgical Specialties II Clinical | 184 |
| STS 0257L Surgical Specialties III Clinical | 184 |
| Total Program Hours | 1300 |

*Denotes prerequisites for program.

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 11; English: 11; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5235.asp

Dental Hygiene AS 2151

Limited Access

The Dental Hygiene program is accredited by the American Dental Association (ADA) Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. The program leads to an A.S. degree and is approximately 21 months in length, not including the time necessary to complete the listed General Education and non-technical program core courses. It begins with the fall term of each year and is structured as a daytime program only. Graduates are eligible to take national and state or regional board examinations to become licensed dental hygienists.

Courses may articulate from an ADA Commission on Dental Accreditation Dental Assisting program and a possibility of up to 20 credit hours may be accepted toward the A.S. degree in dental hygiene. Students from other formal dental programs may be given credit for their experience through challenge or other means of evaluation.

All dental hygiene courses must be taken in sequence and a grade of C or better must be earned in the clinical, laboratory and lecture areas of these courses. A grade of C or better must also be earned in all remaining course requirements for the A.S. degree in dental hygiene. All dental science and natural science courses must have been taken within the past five years.

The Dental Hygiene program is limited to the number of students it may admit to each class. The following minimum criteria are established to be eligible for placement in the selection pool and must be met by the application-deadline date. Meeting minimum criteria for selection does not guarantee admission to the Dental Hygiene program. Final selection will be made using a point system that credits: the number of required General Education and non-technical program core courses completed at the time of application (see lists at end of this section); grades earned in required basic sciences completed by the time of application (all attempts averaged, including withdrawals); dental assistant work experience; formal education in dental assisting; and completion of any or all of the non-required courses—HSC 1000/1000L, HSC 2100, HSC 2531, SLS 1501 or CGS 1570. For further details regarding the point system see the PBCC Dental Hygiene Application form, or contact the dental health services coordinator at (561) 868-3752. If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

Special Admissions Requirements

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Hygiene Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by May 1 of each year to be eligible for consideration for selection into the program. Application should be submitted before completion of

Spring Term courses. The Dental Hygiene program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general College application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general College application and fee.

2. Academic High School Diploma or GED

All applicants must hold either a standard high school diploma or a U.S. GED certificate. Proof of this must be submitted directly to the Registrar's Office at the Lake Worth location from the issuing school or agency.

3. Transcripts

All applicants who have attended other colleges/universities must have official transcripts from the issuing institution submitted directly to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average

A minimum 2.0 cumulative college GPA is required to be eligible for selection.

5. Placement Test Scores

Placement tests must be taken, and scores must meet minimum requirements for entrance into college-level English and mathematics courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.

6. Program Interview/Counseling

All students are strongly urged to speak with the dental health services coordinator as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu.

7. Special Notes

A. Applicants who have completed an articulated, accredited dental assisting program at this or another Florida institution must have passed all articulated (dental hygiene) courses in that program with a grade of C or higher to be considered for selection for admission.

B. Except for applicants mentioned above in A, all students accepted into the program must have completed all required natural science courses with a grade of C or better prior to the beginning of the Dental Hygiene program (but no earlier than five years prior to the application deadline date). See list of required sciences at the end of this section. Those mentioned in Section A may defer completion of all required basic science courses (with a grade of C or better) until the end of the first term of the program.

C. Once officially accepted into the Dental Hygiene program, the applicant must submit results of a dental and medical examination on PBCC Allied Health examination forms dated within one year prior to the start of the program.

D. All accepted applicants for the Dental Hygiene program are strongly encouraged to be currently immunized against com-

municable diseases, including Hepatitis B. Documentation of, completion of, or refusal to obtain, Hepatitis B immunization must be provided upon entrance into the program.

E. The student will be automatically enrolled in the student accident/health insurance coverage program provided by PBCC.

F. If a student has withdrawn from or received a grade of less than C in a dental hygiene technical core course, that student will not be able to continue in the program. If he/she wishes to re-enter the program, it will be necessary to reapply for a position in the following year's class on a space-available basis. If accepted, the student will then be required to: (1) repeat the failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA (from either the Dental Hygiene or Assisting Program) he/she will be ineligible for initial selection for admission to, or may not re-enter the Dental Hygiene Program.

The following General Education requirements may be taken in advance of application/selection to the Dental Hygiene Program. All must be completed with a grade of C or better in order to be given credit for selection and/or graduation:

| General Education Requirements | | Credits |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition I | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| Any course from Humanities - Area II | | 3 |
| Total Required General Education Credits | | 15 |

Non-Technical Program Requirements

| | | |
|---|----------------------|----------|
| MAT 1033 | Intermediate Algebra | |
| - or - | | |
| MTB 1103 | Business Mathematics | |
| - or - | | |
| Any course from Mathematics - Area III | | 3 |
| Total Required Non-Technical Credits | | 3 |

Natural Science Program Requirements

| | | |
|---|-----------------------------|-----------|
| BSC 1085 | Anatomy & Physiology I | 3 |
| BSC 1085L | Anatomy & Physiology I Lab | 1 |
| BSC 1086 | Anatomy & Physiology II | 3 |
| BSC 1086L | Anatomy & Physiology II Lab | 1 |
| CHM1015 | Principles of Chemistry | 3 |
| HUN1201 | Elements of Nutrition | 3 |
| MCB2010 | Microbiology | 3 |
| MCB2010L | Microbiology Lab | 1 |
| Total Required Natural Science Credits | | 18 |

Required Courses

| | | |
|-----------|------------------------------------|---|
| DEH 1003 | Dental Hygiene Instrumentation | 1 |
| DEH 1003L | Dental Hygiene Instrumentation Lab | 2 |
| DEH 1130 | Oral Embryology and Histology | 1 |
| DEH 1800 | Dental Hygiene I | 1 |
| DEH 1800L | Dental Hygiene I Lab | 4 |
| DEH 1802 | Dental Hygiene II | 1 |
| DEH 1802L | Dental Hygiene II Lab | 1 |
| DEH 1811 | Dental Ethics and Jurisprudence | 1 |
| DEH 2300 | Pharmacology | 2 |
| DEH 2400 | General and Oral Pathology | 2 |
| DEH 2603 | Periodontology | 2 |
| DEH 2701 | Community Dentistry | 2 |

| | | |
|--|---|-----------|
| DEH 2702L | Community Dentistry Practicum | 1 |
| DEH 2804 | Dental Hygiene III | 1 |
| DEH 2804L | Dental Hygiene III Lab | 4 |
| DEH 2806 | Dental Hygiene IV | 1 |
| DEH 2806L | Dental Hygiene IV Lab | 5 |
| DEH 2934 | Compromised Patient | 1 |
| DES 1020 | Dental Anatomy * | 3 |
| DES 1100 | Dental Materials * | 2 |
| DES 1100L | Dental Materials Lab * | 1 |
| DES 1200 | Dental Radiology * | 2 |
| DES 1200L | Dental Radiology Lab * | 1 |
| DES 1600 | Office Emergencies * | 1 |
| DES 1800 | Introduction to Clinical Procedures * | 3 |
| DES 1800L | Introduction to Clinical Procedures Lab * | 1 |
| DES 1830C | Expanded Functions * | 2 |
| DES 1840 | Preventive Dentistry * | 2 |
| DES 2502 | Office Management * | 1 |
| Total Required Dental Hygiene Credits | | 52 |

Total Program Credits

11

* These courses will articulate from the PBCC Dental Assisting Program.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2151.asp

Dietetic Technician AS 2512

Limited Access

This program prepares the student for a career in dietetic technology at work sites including hospitals, skilled nursing facilities, schools, residential and group care facilities, health spas and community agencies. The curriculum has been developed using American Dietetic Association (ADA) guidelines. Graduates of the program are eligible to sit for the Dietetic Technician Registry Exam to receive the credentials DTR. These credentials are recognized nationwide and are used to identify individuals qualified to provide nutrition services under the supervision of a Registered Dietitian (R.D.).

Students who plan to articulate to Florida International University for a four-year bachelor of science degree in dietetics and nutrition must discuss this option with the PBCC dietetics department chairperson before taking any courses. All General Education requirement courses must be completed with a grade of C or higher to count toward the A.A.S. and A.S. degree programs.

Special Admissions Requirements

1. Special Application and Deadline

A. New Students

After completion of HUN 1201 and FSS 1210 with a grade of C or better, the student must submit a completed application package to the Dietetic Technician department chair no later than November 1 to be eligible for consideration for selection into the program which begins the following January. If HUN 1201 and FSS 1210 are in progress in the fall term, midterm grades will be used to evaluate the student for admission into the selection pool, and acceptance to the program will be conditional on completion of the courses with a grade of C or better.

Meeting criteria for the program does not guarantee admission into the Dietetic Technician program. Final selection will be based on the applicant pool, and is contingent on the number of field-experience sites available to the students. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent process.

B. Dietetic Technician Transfer Students

Students from other American Dietetic Association approved/accredited programs will be given credit for equivalent coursework or may obtain credit for their experience through challenge exams or other means of evaluation. Transcripts will be evaluated on a case-by-case basis.

2. Academic High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average (GPA)

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement tests must be taken and scores must meet minimum requirements for entrance into college-level English and mathematics courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed before entrance into the program.

6. Medical Exam

A medical exam is not required for application to the program but will be required if the student is accepted into the program. (See 8-B below.)

7. Program/Interview Counseling

The applicant must have an interview with the Dietetic Technician department chair at the Lake Worth location prior to application. Call (561) 868-3352 for an appointment.

8. Special Notes

- Preference in selection will be given to applicants who have work or volunteer experience in either health care or food service.
- Once officially accepted into the Dietetic Technician Program, the applicant must submit results of a medical examination on PBCC Allied Health Examination forms dated within one year prior to the start of the program.
- A grade of C or higher must be earned in all coursework required for the program, and the student must have a minimum 2.0 grade point average (GPA) to graduate.
- The student will automatically be enrolled in the student accident/health insurance coverage program provided by PBCC.

Program Prerequisites

| | | |
|--|---------------------------------------|----------|
| FSS 1210C | Elements of Food Science & Techniques | 3 |
| HUN1201 | Elements of Nutrition | 3 |
| Total Required Prerequisite Credits | | 6 |

General Education Requirements

| | | |
|---|---|-----------|
| BSC 1010 | Principles of Biology* | |
| - or - | | |
| CHM1040 | General Chemistry I (or higher level Chemistry) | 3 |
| ENC 1101 | College Composition I | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| Any course from Area II - Humanities | | 3 |
| Total Required General Education Credits | | 15 |

*BSC 1005 may be taken in place of BSC 1010 but students should be aware that this course will not transfer into or count toward the completion of most four-year Dietetics Bachelor of Science programs.

Non-Technical Core Requirements

| | | |
|--|---------------------------------|-----------|
| CGS 1570 | Microcomputer Applications | 3 |
| HSC 1000 | Introduction to Health Care | 2 |
| HSC 1000L | Introduction to Health Care Lab | 1 |
| HSC 2531 | Medical Terminology | 3 |
| MAT 1033 | Intermediate Algebra | |
| - or - | | |
| MTB 1103 | Business Mathematics | |
| - or - | | |
| Any course from Mathematics - Area III | | 3 |
| PSY 2012 | General Psychology | 3 |
| Total Required Non-Technical Core Credits | | 15 |

Technical Core Requirements

(DIE courses must be taken in the sequence shown.)

| | | |
|--|----------------------------|-----------|
| DIE 1412 | Dietetics I | 3 |
| DIE 1419 | Dietetics Practicum I | 3 |
| DIE 2211 | Dietetics II | 3 |
| DIE 2270 | Dietetics Practicum II | 3 |
| DIE 2120 | Dietetics III | 3 |
| DIE 2947 | Dietetics Practicum III | 3 |
| FSS 1221C | Quantity Food Production I | 4 |
| HUN1501 | Community Nutrition | 3 |
| Total Required Technical Core Credits | | 25 |

Electives

| | | |
|--|--|-----------|
| Any 3-credit college course | | 3 |
| Total Required Elective Credits | | 3 |
| Total Program Credits | | 64 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2512.asp

Nursing AAS A309

Limited Access

Nursing for the new millennium will focus on: wellness of self and others; technical nursing skills across the life span (emphasis on geriatrics) in both acute care facilities and the community (home) environment; critical care concepts; and professional development. Upon graduation, the student is awarded an associate in applied science degree and is eligible to take the National Council Licensing Exam (NCLEX) to become a Registered Nurse (RN).

As such, the graduate will be a collaborative and integral member of the changing health-care system. His/her uniqueness will be evidenced by leadership in the profession as holistic care is provided and coordinated.

Any individual with an arrest record is advised to seek counseling regarding possible limitations toward licensure prior to applying for entrance.

This program is approved by the State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). Program data is annually updated with The National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006, phone: (800) 669-1656, Web site: www accrediting-comm-nlnac.org

Available within this program is admission as either a beginning (generic) or an LPN/transfer student. Since nursing is a limited access program, entrance requirements are the same; however, the process is different. Generic students submit information and documents directly to the PBCC Limited Access Program Office, phone number: (561) 868-3040. LPN/transfer students submit college application and transcripts to the Admissions Office and all other information directly to the PBCC Nursing and Wellness Office.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. degree programs.

Special Admissions Requirements

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing program. Final selection will be made using a point system that credits former college education; Nursing program General Education requirements completed; cumulative grade point average; NLN pre-admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the PBCC Nursing Application Form.) These criteria supersede any previous information.

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

A. Generic Students

Must submit a completed PBCC Nursing Program Application to the Limited Access Program Office (Lake Worth) by June 1 for fall term or October 1 for spring term.

B. LPN/Transfer Students

Must submit PBCC's General Admission Application to the PBCC Admissions Office and send the Nursing Department a letter of intent. All admission criteria must be completed by August 1 for fall term and November 15 for spring term.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least a 2.0 in all previous college work attempted.

5. Medical Exam

See section 7-C(3), which follows.

6. Program Interview/Counseling

All prospective students are expected to attend a group information session prior to application. Contact the Nursing and Wellness Office for information at (561) 868-3412.

7. Special Notes

- NLN Pre-admission Exam (generic students only). Applicants must have NLN Pre-admission test scores on file in the Admissions Office. Information regarding testing dates is available through the Limited Access Program Office or the Testing Center.
- The following courses must be completed with a C or higher prior to submitting an application for consideration:
 - Chemistry: One year of high school chemistry or one semester of college chemistry (CHM 1015 or equivalent).
 - Human Growth & Development: Completion of NUR 2130 (Human Growth and Development), HSC 1010 (Introduction to Developmental Concepts for Health Care Providers) or equivalent.
 - Anatomy & Physiology: Completion of college-level Anatomy & Physiology I (lecture and lab - BSC 1085 and BSC 1085L) completed within the last 10 years.
 - Introduction to Health Care: Completion of the high school Tech Prep curriculum or college Introduction to Health Care (HSC 1000 and HSC 1000L). Experiential learning credit is available for qualified students. Contact the Nursing and Wellness Office for details.
 - Proficiency of 80% on the Nurse Procalc software. Successful completion of Nurse Procalc meets the mathematics competency requirement for graduation. Practice is available through the Student Learning Centers labs. Exams are given in the Testing Center.
- LPN applicants only (in addition to 7.B. above):
 - LPN license: documentation of a valid Florida license
 - LPN competencies: documentation of one of the following:
 - Six months LPN work experience within the last five years OR
 - Graduation from LPN school within the past six months.

(3) Credit for nursing courses:

(a) Successful completion of the NUR 1023 challenge exam (NLN Mobility Profile I - Book 1) with at least a grade of 75 entitles applicant to eight credits. There is a fee for this exam, and it is arranged through the Nursing Office. Complete the following prerequisites for Nursing II (NUR 1212):

i.) Anatomy & Physiology II (within 10 years) BSC 1086 and BSC 1086L

ii.) Microbiology (within 10 years) MCB 2010 and MCB 2010L

iii.) Introduction to Professional Nursing NUR 2000L

iv.) Introduction to Pharmacotherapeutics NUR 1144

v.) Completion of the PBCC Clinical Competency Check List (NUR1022L)

(b) Optional: passing the NUR 1212 Challenge Exam (NLN Mobility Profile II - Book 2) with a score of 75 entitles the applicant to 12 credits. Complete the following prerequisites for Nursing III - (NUR2215):

i.) Elements of Nutrition HUN 1201

ii.) College Composition I ENC 1101

iii.) Essentials of Wellness I HLP 1083

iv.) Completion of the PBCC Clinical Competency Check List (NUR 1213L)

D. Transfer Students

Nursing courses may be challenged. Submit nursing course syllabi of the transferring college to the Nursing Department for review.

E. Challenge Credit

If previous experience and academic preparation warrants, any student may challenge nursing and other General Education courses through challenge and/or CLEP exams. Challenge exams MUST be arranged through the Nursing and Wellness Department. CLEP exams are arranged with the Testing Center.

PBCC is a participating institution for the ACT-PEP nursing exams. Selected ones are acceptable at admission. Contact the Nursing Department for specifics.

F. Readmissions

Students who have been academically dismissed from PBCC's Nursing program or any other nursing program may (re)apply only after successful completion of an LPN program. Application is the same as stated above for LPNs. (See Nursing Student Handbook for progression statement.)

ALL of the above requirements must be completed before the applicant will be considered for selection.

G. After admission and before beginning any nursing course sequence, the following documentation must be provided to the Nursing Department

1. Proof of medical/accident insurance during each enrollment period
2. Valid CPR certificate
3. Completed medical form exam (including immunizations and/or titers)

4. Drug screening

5. Criminal background screening

H. General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses.

The student must maintain at least a C in all nursing and General Education courses for program continuation and graduation.

I. For admission, progression and completion of the Nursing Program, the academic unit will evaluate the following areas of competency: emotional, perceptual, cognitive, functional and physical. Reasonable accommodation will be made on an individual basis in accordance with the adaptations set forth in the Essential Competency Study of the National Council of State Boards of Nursing, Inc. (Chornick, 1994). For further information, contact the Nursing Office.

Program Prerequisites

(See preceding Special Notes 7.B.)

Total Required Prerequisite Credits

General Education Requirements

| | | |
|---------------------------------------|-----------------------------|---|
| BSC 1086 | Anatomy & Physiology II | 3 |
| BSC 1086L | Anatomy & Physiology II Lab | 1 |
| ENC 1101 | College Composition I | 3 |
| MCB 2010 | Microbiology | 3 |
| MCB 2010L | Microbiology Lab | 1 |
| SYG 2000 | Introduction to Sociology | 3 |
| Any course from Humanities - Area II* | | 3 |

Total Required General Education Credits

Required Courses

| | | |
|----------|---|-----|
| HLP 1083 | Essentials of Wellness I (taken with NUR 1212) | 1 |
| HLP 1087 | Essentials of Wellness II (taken with NUR 2215) | 1 |
| HLP 1088 | Essentials of Wellness III (taken with NUR 2712C) | 1 |
| HUN1201 | Elements of Nutrition | 3 |
| NUR2000L | Introduction to Professional Nursing ** | (1) |
| NUR1022L | Nursing I Skills Lab | 1 |
| NUR1023 | Nursing I | 4 |
| NUR1023L | Nursing I Clinical | 3 |
| NUR1144 | Introduction to Pharmacotherapeutics | 2 |
| NUR1212 | Nursing II | 7 |
| NUR1212L | Nursing II Clinical | 4 |
| NUR1213L | Nursing II Skills Lab | 1 |
| NUR2215 | Nursing III | 8 |
| NUR2215L | Nursing III Clinical | 4 |
| NUR2712C | Nursing IV | 5 |
| NUR2943L | Clinical Preceptorship | 4 |

Total Required Course Credits

Total Program Credits

*Humanities - art, literature or music

**LPN's/Transfers only prior to first clinical nursing course

For suggested course sequence, check the Web at www.pbcc.edu/transfer/A309.asp

Radiography AS 2303

Limited Access

Radiologic technologists combine the high technology of medical imaging with their skills of patient care to create an X-ray image or radiograph. The program has a 24-month, competency-based curriculum that includes practical experience in local hospitals. Beginning each January, the program requires a full-time commitment between 8 a.m. and 4 p.m. daily. For more information, visit our Web site at: www.pbcc.edu/eissweb/vshaver/contents.htm

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago IL 60606, phone (312) 704-5300, Web site: www.jrcert.org

This program has an articulation agreement with the University of Central Florida. For more information see www.pbcc.edu/eissweb/vshaver/aftergr.htm

All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

Special Admissions Requirements - Limited Access Programs

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline

The applicant must complete and submit the Radiography program application package by September 1 of each year in order to be eligible for consideration for selection into the program.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Completion (C or higher) of three college credits for math and for English courses may be used in lieu of placement scores.

6. Program Advisement

The program faculty conduct a mandatory open house advisement session.

7. Prerequisite: Hospital Observation

Each prospective student must document at least eight hours of observation in a radiology department.

Program Prerequisites

| | Credits |
|--|----------|
| HSC 1000 Introduction to Health Care * (or equivalent) | (2) |
| HSC 1000L Introduction to Health Care Lab * | (1) |
| BSC 1085 Anatomy & Physiology I | 3 |
| BSC 1085L Anatomy & Physiology I Lab | 1 |
| Total Required Prerequisite Credits | 7 |

*Credit for these courses is not counted toward 77 credits in program total.

General Education Requirements

| | | |
|---|-----------------------------|-----------|
| BSC 1086 | Anatomy & Physiology II | 3 |
| BSC 1086L | Anatomy & Physiology II Lab | 1 |
| ENC 1101 | College Composition I | 3 |
| MAC1105 | College Algebra (or higher) | 3 |
| PSY 2012 | General Psychology | 3 |
| Any course from Humanities - Area II | | 3 |
| Total Required General Education Credits | | 16 |

Required Courses

| | | |
|-----------|--|---|
| CGS 1570 | Microcomputer Applications (or equivalent) | 3 |
| RTE 1000 | Introduction to Radiography | 3 |
| RTE 1401 | Radiographic Imaging I | 2 |
| RTE 1401L | Radiographic Imaging I Lab | 1 |
| RTE 1503 | Radiographic Procedures I | 3 |
| RTE 1503L | Radiographic Procedures I Lab | 1 |
| RTE 1513 | Radiographic Procedures II | 2 |
| RTE 1513L | Radiographic Procedures II Lab | 1 |
| RTE 1804 | Radiographic Clinical Education I | 3 |
| RTE 1814 | Radiographic Clinical Education II | 2 |
| RTE 1457 | Radiographic Imaging II | 2 |
| RTE 1457L | Radiographic Imaging II Lab | 1 |
| RTE 1523 | Radiographic Procedures III | 3 |
| RTE 1523L | Radiographic Procedures III Lab | 1 |
| RTE 1824 | Radiographic Clinical Education III | 3 |
| RTE 2533 | Radiographic Procedures IV | 3 |
| RTE 2533L | Radiographic Procedures IV Lab | 1 |
| RTE 2613 | Radiologic Physics | 3 |
| RTE 2834 | Radiographic Clinical Education IV | 3 |
| RTE 2023 | Pharmacology for Medical Imaging | 3 |
| RTE 2844 | Radiographic Clinical Education V | 2 |
| RTE 2385 | Radiobiology | 3 |
| RTE 2563 | Advanced Medical Imaging | 3 |
| RTE 2473L | Radiography Seminar | 2 |
| RTE 2854 | Radiographic Clinical Education VI | 3 |

Total Required Course Credits

Total Program Credits

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2303.asp

Respiratory Care AS 2148

Limited Access

This accredited program is designed for the student who wants to be employed as a respiratory care practitioner. Earning the A.S. degree in respiratory care enables the student to sit for the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT). The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs in respiratory care education upon the recommendation of the Committee on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615.

Program graduates may transfer into the baccalaureate degree program in cardiopulmonary sciences at University of Central Florida after the A.A. degree requirements have been met. See program director for details.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Special Admissions Requirements

1. Special Application and Deadline(s)

A. Beginning program students: Attend mandatory group counseling session; complete program application prior to May deadline to be considered for eligibility in selection process.

B. Respiratory care technology transfer students: Arrange appointment with program director prior to application submission. Transcripts from college transferring from must be evaluated prior to placement consideration.

C. Other transfer students: Arrange appointment with program director prior to application submission. Advanced placement for previous experience and/or academic preparation may be considered. Competency testing may be required at the discretion of the program director for advanced placement or transfer requests.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average (GPA)

Cumulative grade point average must be at least 2.0 on a scale of 4.0 in previous college work attempted. The student must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

5. Placement Test Score

College Placement Test scores must meet minimum requirements for entrance into college-level English, math and reading courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum three college credits for College Algebra and College English may be used in lieu of placement scores for the selection eligibility. Placement scores must be less than two years old.

6. Medical Exam

Once accepted into the program, applicants must submit a completed Palm Beach Community College Allied Health Medical Examination Form documenting laboratory tests and immunizations completed by a Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), or Physician Assistant (PA). All accepted applicants for this program are strongly encouraged to be currently immunized against Hepatitis B Virus (HBV). Documentation of completion of or refusal to obtain Hepatitis B vaccine must be provided upon entrance into the program.

7. Background Checks and Drug Screening

Once accepted into the program, applicants will be required to provide results of clear criminal background check and drug screening.

8. Program/Interview Counseling

Mandatory group counseling sessions are scheduled throughout the year at various locations of PBCC. These sessions offer the student guidance through the application process.

9. Special Notes

All professional courses (RET prefix) are taught in a sequence. Each RET course serves as the prerequisite for the subsequent course. Consequently, all professional courses must be taken in sequence. Failure to successfully complete a professional course with a grade of C or higher means the student may not advance to the next course in the program. The student may request to re-enter the program and take the course again at the next offering. Students wishing to repeat the course must request consideration in writing to the program director at least two months prior to the semester they wish to return. There is no guarantee of reinstatement to the program. Readmitted students may be required to repeat co-requisite courses even if a grade of C was earned in the previous attempt. This is necessary to ensure that the student is current in his/her skills. Students who voluntarily withdraw from the program either passing or failing have no guarantee for readmission. Students dismissed from a clinical affiliate due to patient safety issues may NOT be eligible for readmission.

Respiratory Care Program Readmission

Procedure

Students wishing consideration of readmission must petition in writing to the department chair/program director at least two months prior to the semester they wish to return. The following procedure is required:

- At the time the student does not successfully complete a sequenced course, the department chair/program director conducts an exit interview/counseling session with the student to document the reason(s) for leaving and develop an action plan for remediation.
- Both the student and department chair/program director sign the Counseling/Action Plan Form and two copies are made—one copy for the student, the other placed in the student's records.
- At least two months prior to the beginning of the semester in which the student wishes to re-enter, he/she must submit a request in writing to the department chair/program director. A copy of this letter is forwarded to the Registrar's Office.
- Requests for readmission are heard by the Respiratory Care Business Partnership Council and scheduled as follows:
 - Fall readmission considered at the June meeting
 - Spring readmission considered at the December meeting
 - Summer readmission considered at the March meeting

In reviewing and making recommendations on requests, the Council will take into consideration the following:

 - Available space/resources in the program
 - Reason(s) the student did not complete the course(s)
 - Recommendations from program faculty
 - Verification of good standing from the College registrar
 - Steps the student has taken to remain current in his/her studies.
- If medical conditions were involved, written verification of good health and the ability to function safely in clinical situations is required.
- The student is notified in writing of the decision.

Students are encouraged to complete as many General Education courses prior to entering the program. Completion of co-requisite course work with a C or higher prior to beginning the program earns the applicant points towards the selection criteria. Required courses to be completed prior to the program are HSC 1000/1000L Introduction to Health Occupations and Lab and BSC 1085/1085L Anatomy & Physiology I and Lab. Program graduates upon passing the NBRC examinations then apply for Florida state licensure to practice. Licensure in the state of Florida must meet Florida Department of Health, Board of Respiratory Care requirements. See program application packet for affidavit.

Program Prerequisites

| | Credits |
|---|---------|
| BSC 1085 Anatomy & Physiology I | 3 |
| BSC 1085L Anatomy & Physiology I Lab | 1 |
| HSC 1000 Introduction to Health Care * | (2) |
| HSC 1000L Introduction to Health Care Lab * | (1) |

Total Required Prerequisite Credits 7

*Credit for these courses is not counted toward 76 credits in program total.

General Education Requirements

| | |
|---|-----------|
| ARH 1000 Art Appreciation | |
| - or - | |
| MUL 1010 Music Appreciation | |
| - or - | |
| THE 1000 Theatre Appreciation | 3 |
| BSC 1086 Anatomy & Physiology II | 3 |
| BSC 1086L Anatomy & Physiology II Lab | 1 |
| CHM 1015 Principles of Chemistry | 3 |
| ENC 1101 College Composition I | 3 |
| MAC 1105 College Algebra | 3 |
| MCB 2010 Microbiology | 3 |
| MCB 2010L Microbiology Lab | 1 |
| SYG 2000 Introduction to Sociology | 3 |
| Total Required General Education Credits | 23 |

Required Courses

| | |
|--|-----------|
| PHY 1007 Physics for Allied Health Professions | 3 |
| RET 1272 Fundamentals of Respiratory Care I | 9 |
| RET 1272L Fundamentals of Respiratory Care I Laboratory | 3 |
| RET 1273 Fundamentals of Respiratory Care II | 6 |
| RET 1273L Fundamentals of Respiratory Care II Laboratory | 2 |
| RET 1874L Respiratory Care Clinical Internship I | 1 |
| RET 1875L Respiratory Care Clinical Internship II | 3 |
| RET 1876C Respiratory Care Clinical Internship III | 4 |
| RET 2280C Fundamentals of Respiratory Care Therapy III | 7 |
| RET 2534C Fundamentals of Respiratory Care Therapy IV | 7 |
| RET 2877L Respiratory Care Clinical Internship IV | 2 |
| RET 2878L Respiratory Care Clinical Internship V | 2 |
| Total Required Course Credits | 49 |

Total Program Credits 76

Suggested Completion Prior to Entry

| | |
|------------------------------------|-----------|
| CHM 1015 Principles of Chemistry | 3 |
| ENC 1101 College Composition I | 3 |
| MAC 1105 College Algebra | 3 |
| SYG 2000 Introduction to Sociology | 3 |
| Total | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2148.asp

Sonography AS 2313

A diagnostic medical sonographer combines creativity and advanced technological ultrasound equipment to produce images of the body. Sonographers use high frequency sound waves to demonstrate body parts and assist the physician in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

The program has a four-semester competency-based curriculum that includes practical experience in local hospitals. It begins in Summer Term each year. This is a limited access program; applicants must document completion of a two-year accredited health science program, with preference given to registered radiographers. (This program is currently under development.)

| General Education Requirements | | Credits |
|---|--|-----------|
| BSC 1085 | Anatomy & Physiology I/Lab | 4 |
| MAC 1105 | College Algebra (or higher course from Area III - Mathematics) | 3 |
| ENC 1101 | College Composition I | 3 |
| | Humanities Elective | 3 |
| SPC 1016 | Speech Communication | 3 |
| PSY 2012 | General Psychology | 3 |
| Total Required General Education Credits | | 19 |

| Non-Technical Core Requirements | | Credits |
|--|---|-----------|
| BSC 1086 | Anatomy & Physiology II/Lab | 4 |
| CGS 1570 | Computer Applications (or equivalent) | 3 |
| PHY 1007 | Physics for Allied Health Professionals (or equivalent) | 3 |
| Total Non-Technical Core Requirements | | 10 |

| Technical Core Requirements* | | Credits |
|--|--|-----------|
| SON 1170 | Sonography of the Circulatory System | 3 |
| SON 1100 | Principles and Protocols of Sonography | 3 |
| SON 1211 | Medical Sonography Physics | 3 |
| SON 1111 | Abdominal Sonography I | 3 |
| SON 1121 | OB/GYN Sonography I | 3 |
| SON 1214 | Practical Sonography I | 3 |
| SON 1804L | Clinical Education I | 3 |
| SON 1212 | Medical Sonography Physics II | 3 |
| SON 1112 | Abdominal Sonography II | 3 |
| SON 1122 | OB/GYN Sonography II | 3 |
| SON 1215 | Practical Sonography II | 3 |
| SON 1814L | Clinical Education II | 3 |
| SON 1141 | Small Parts Sonography | 3 |
| SON 1824L | Clinical Education III | 4 |
| Total Required Technical Core Credits | | 43 |

Total Program Requirement Credits 72

*Technical Core courses must be taken sequentially.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2313.asp



Cardiovascular Intervention Technology ATC 4320

This curriculum is offered to the Radiologic Technologist licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the technologist who desires to become proficient in the advanced modality of Cardiovascular Intervention Technology (CVIT) and in preparation for the Advanced Registry offered by the ARRT in CVIT. An Advanced Technical Certificate (ATC) in Cardiovascular Intervention is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of nine credit hours from the courses listed below.

Special Admission Requirements

These courses are available to any active, current RT in good standing with the American Registry of Radiologic Technologists (ARRT). Please refer to course descriptions for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

| Required Courses | | Credits |
|--------------------------------------|---|----------|
| RTE 2582 | Cardiovascular Intervention Technology I | 3 |
| RTE 2583 | Cardiovascular Intervention Technology II | 3 |
| Total Required Course Credits | | 6 |

| Electives | | Credits |
|--|---|----------|
| RTE 2130 | Pharmacology for Medical Imaging | 3 |
| - or - | | |
| RTE 2583L | Cardiovascular Intervention Technology Clinical Education | 3 |
| - or - | | |
| RTE 2785 | Advanced Pathophysiology for Medical Imaging | 3 |
| Total Required Elective Credits | | 9 |

Total Program Credits 15

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4320.asp

Cardiovascular Nursing ATC 4316

This curriculum is offered to licensed registered nurses (RNs) who require additional coursework to become employed in a (monitored) cardiovascular care area. An Advanced Technical Certificate (ATC) in Cardiovascular Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

Special Admissions Requirements

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses listed below.

| Required Courses (Both must be taken) | | Credits |
|---------------------------------------|--------------------------------------|----------|
| NUR2294C | Cardiovascular Nursing | 6 |
| NUR2948L | Cardiovascular Nursing Preceptorship | 2 |
| Total Required Course Credits | | 8 |

| Electives (Choose at least 4 credits) | | Credits |
|--|---|-----------|
| NUR2042 | Overcoming Communication Barriers with the Hispanic Patient | 1 |
| NUR2062 | Physical Assessment of the Neurological System | 1 |
| NUR2144 | Pharmacotherapeutics of the Critically ill Adult | 2 |
| NUR2171 | Introduction to Complementary and Alternative Medicine | 2 |
| NUR2172 | Harnessing Energy for Healing | 2 |
| NUR2296 | Physical Assessment of Advanced Concepts of Arrhythmia Interpretation | 2 |
| NUR2297 | Clinical Integration of Basic Electrocardiography for Nurses | 3 |
| NUR2298 | Pharmacology for ACLS | 2 |
| NUR2791 | Antibiotic and Anti-infective Therapy | 2 |
| NUR2794 | Clinical Assessment of Oxygenation and Acid-Base Status | 2 |
| NUR2797 | Clinical Integration of Mechanical Ventilation | 2 |
| NUR2798 | Intensive Care of the Cardiac Surgery Patient | 2 |
| NUR2935 | Clinical Application of 12 Lead Electrocardiography | 3 |
| NUR2990 | Physical Examination and History Taking of the Adult-Part I | 3 |
| Total Required Elective Credits | | 4 |
| Total Program Credits | | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4316.asp

Community Home Health Nursing ATC 4319

This curriculum is offered to licensed RNs who require additional coursework to become employed in a home health care specialty area. An Advanced Technical Certificate (ATC) in Community Home Health Care Nursing is awarded to the student who completes a minimum of 16 credit hours in any combination of the courses listed below.

Special Admissions Requirements

These courses are available to any RN who desires a broader knowledge base in this specialty area. All applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses listed below.

| Required Courses (Choose at least two) | Credits |
|--|----------------|
| NUR2250 Community/Home Health Nursing: Standards & Regulations | 4 |
| NUR2690 Community/Home Health Nursing: Documentation | 4 |
| NUR2691 Community/Home Health Nursing: Case Management | 4 |
| Total Required Course Credits | ■ or 12 |

Electives

| | |
|---|---------------|
| NUR2042 Overcoming Communication Barriers with the Hispanic Patient | 1 |
| NUR2062 Physical Assessment of the Neurological System | 1 |
| NUR2091 Advanced Principles of I.V. Therapy | 1 |
| NUR2171 Introduction to Complementary and Alternative Medicine | 2 |
| NUR2172 Harnessing Energy for Healing | 2 |
| NUR2191 Cardio-Pulmonary Pharmacotherapeutics | 2 |
| NUR2241 Medical-Surgical Nursing | 6 |
| NUR2296 Physical Assessment of Advanced Concepts of Arrhythmia Interpretation | 2 |
| NUR2297 Clinical Integration of Basic Electrocardiography for Nurses | 3 |
| NUR2791 Antibiotic and Anti-infective Therapy | 2 |
| NUR2793 Nursing Process Applied to Basic Principles of Intravenous Therapy | 2 |
| NUR2794 Clinical Assessment of Oxygenation and Acid-Base Status | 2 |
| NUR2797 Clinical Integration of Mechanical Ventilation | 2 |
| NUR2934L Clinical Preceptorship in Intravenous Therapy | 1 |
| NUR2935 Clinical Application of 12 Lead Electrocardiography | 3 |
| NUR2990 Physical Examination and History Taking of the Adult-Part I | 3 |
| Total Required Elective Credits | 4 or 8 |
| Total Program Credits | 16 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4319.asp

Computed Tomography ATC 4321

This curriculum is offered to the Radiologic Technologist licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the technologist who desires to become proficient in the advanced modality of Computed Tomography (CT) and in preparation for the Advanced Registry offered by the ARRT in CT. An Advanced Technical Certificate (ATC) in Computed Tomography is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 12 credit hours from the courses listed below.

Special Admission Requirements

These courses are available to any active, current RT in good standing with the American Registry of Radiologic Technologists (ARRT). Please refer to course descriptions for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

| Required Courses (All must be taken) | Credits |
|---|-----------|
| RTE 2571 Computed Tomography I | 3 |
| RTE 2572 Computed Tomography II | 3 |
| RTE 2762 Cross Sectional Anatomy | 3 |
| Total Required Course Credits | ■ |
| Electives (Choose one of the following.) | |
| RTE 2130 Pharmacology for Medical Imaging | 3 |
| RTE 2571L Computed Tomography Clinical Education | 3 |
| RTE 2785 Advanced Pathophysiology for Medical Imaging | 3 |
| Total Required Elective Credits | 3 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4321.asp

Critical Care Nursing ATC 4315

This curriculum is offered to licensed RNs who require additional coursework to become employed in a critical care specialty area. An Advanced Technical Certificate (ATC) in Critical Care Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

Special Admissions Requirements

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants to this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses listed below.

| Required Courses (Choose at least one) | Credits |
|---|---------------|
| NUR2274 Emergency/Trauma Nursing | 6 |
| NUR2291C Critical Care Nursing (must also take NUR 2944L to complete ATC) | 6 |
| NUR2944L Critical Care Nursing Preceptorship | 2 |
| NUR2392 Pediatric Intensive Care Nursing | 6 |
| Total Required Course Credits | 6 or 8 |

Electives

| | |
|---|---------------|
| NUR2042 Overcoming Communication Barriers with the Hispanic Patient | 1 |
| NUR2062 Physical Assessment of the Neurological System | 1 |
| NUR2144 Pharmacotherapeutics of the Critically Ill Adult | 2 |
| NUR2171 Introduction to Complementary and Alternative Medicine | 2 |
| NUR2172 Harnessing Energy for Healing | 2 |
| NUR2296 Physical Assessment of Advanced Concepts of Arrhythmia Interpretation | 2 |
| NUR2297 Clinical Integration of Basic Electrocardiography for Nurses | 3 |
| NUR2298 Pharmacology for ACLS | 2 |
| NUR2791 Antibiotic and Anti-infective Therapy | 2 |
| NUR2794 Clinical Assessment of Oxygenation and Acid-Base Status | 2 |
| NUR2797 Clinical Integration of Mechanical Ventilation | 2 |
| NUR2798 Intensive Care of the Cardiac Surgery Patient | 2 |
| NUR2935 Clinical Application of 12 Lead Electrocardiography | 3 |
| NUR2990 Physical Examination and History Taking of the Adult-Part I | 3 |
| Total Required Elective Credits | 4 or 6 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4315.asp

Magnetic Resonance Imaging ATC 4322

This curriculum is offered to the Radiologic Technologist licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the technologist who desires to become proficient in the advanced modality of Magnetic Resonance Imaging (MRI) and in preparation for the Advanced Registry offered by the ARRT in MRI. An Advanced Technical Certificate (ATC) in Magnetic Resonance Imaging is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 9 credit hours from the courses listed below.

Special Admission Requirements

These courses are available to any active, current RT in good standing with the American Registry of Radiologic Technologists (ARRT). Please refer to course descriptions for any pre-requisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

| Required Courses (Both must be taken) | Credits |
|--|----------|
| RTE 2575 Magnetic Resonance Imaging I | 3 |
| RTE 2576 Magnetic Resonance Imaging II | 3 |
| Total Required Course Credits | ■ |

Electives (Choose one of the following)

| | |
|---|----------|
| RTE 2130 Pharmacology for Medical Imaging | 3 |
| RTE 2576L Magnetic Resonance Imaging Clinical Education | 3 |
| RTE 2785 Advanced Pathophysiology for Medical Imaging | 3 |
| Total Required Elective Credits | 3 |
| Total Program Credits | 9 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4322.asp

Medical Surgical Nursing ATC 4318

This curriculum is offered to licensed RNs who require additional coursework to become employed in a medical surgical area. An Advanced Technical Certificate (ATC) in Medical Surgical Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

Special Admissions Requirements

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses listed below.

| Required Courses (Choose at least one) | Credits |
|--|----------------|
| NUR2241 Medical-Surgical Nursing | 6 |
| NUR2241 RN Re-entry Course (lecture component) | 6 |
| NUR2942L RN Clinical Preceptorship (NUR 2241 and NUR 2942 must be taken to complete RN Re-entry Course.) | 4 |
| Total Required Course Credits | ■ or 10 |

Electives

| | |
|--|---|
| NUR2042 Overcoming Communication Barriers with the Hispanic Patient | 1 |
| NUR2062 Physical Assessment of the Neurological System | 1 |
| NUR2091 Advanced Principles of Intravenous Therapy | 1 |
| NUR2171 Introduction to Complementary and Alternative Medicine | 2 |
| NUR2172 Harnessing Energy for Healing | 2 |
| NUR2191 Cardio-Pulmonary Pharmacotherapeutics | 2 |
| NUR2296 Physical Assessment of Advanced Concepts of Arrhythmia Interpretation | 2 |
| NUR2297 Clinical Integration of Basic Electrocardiography for Nurses | 3 |
| NUR2298 Pharmacology for ACLS | 2 |
| NUR2791 Antibiotic and Anti-infective Therapy | 2 |
| NUR2793 Nursing Process Applied to Basic Principles of Intravenous Therapy | 2 |
| NUR2794 Clinical Assessment of Oxygenation and Acid-Base Status | 2 |
| NUR2934L Clinical Preceptorship in Intravenous Therapy | 1 |
| NUR2935 Clinical Application of 12 Lead Electrocardiography | 3 |
| NUR2942L RN Clinical Preceptorship | 4 |
| NUR2990 Physical Examination and History Taking of the Adult-Part I | 3 |

| | |
|--|---------------|
| Total Required Elective Credits | 2 or 6 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/4318.asp

Perioperative Nursing ATC 4317

This curriculum is offered to licensed RNs who require additional coursework to become employed in a perioperative specialty area. An Advanced Technical Certificate (ATC) in Perioperative Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

Special Admissions Requirements

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants to this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses listed below.

| Required Courses | Credits |
|---|----------|
| NUR2293C Perioperative Nursing | 6 |
| NUR2790 Registered Nurse First Assistant (lecture component) | 3 |
| NUR2790L Registered Nurse First Assistant (clinical component) (NUR 2790 & NUR 2790L must be taken together) | 3 |
| Total Required Course Credits | ■ |

Electives

| | |
|--|---|
| NUR2042 Overcoming Communication Barriers with the Hispanic Patient | 1 |
| NUR2062 Physical Assessment of the Neurological System | 1 |
| NUR2091 Advanced Principles of I.V. Therapy | 1 |
| NUR2144 Pharmacotherapeutics of the Critically ill Adult | 2 |
| NUR2191 Cardio-Pulmonary Pharmacotherapeutics | 2 |
| NUR2296 Physical Assessment of Advanced Concepts of Arrhythmia Interpretation | 2 |
| NUR2297 Clinical Integration of Basic Electrocardiography for Nurses | 3 |
| NUR2298 Pharmacology for ACLS | 2 |
| NUR2791 Antibiotic and Anti-infective Therapy | 2 |
| NUR2793 Nursing Process Applied to Basic Principles of Intravenous Therapy | 2 |
| NUR2794 Clinical Assessment of Oxygenation and Acid-Base Status | 2 |
| NUR2797 Clinical Integration of Mechanical Ventilation | 2 |
| NUR2798 Intensive Care of the Cardiac Surgery Patient | 2 |
| NUR2934L Clinical Preceptorship in Intravenous Therapy | 1 |
| NUR2935 Clinical Application of 12 Lead Electrocardiography | 3 |
| NUR2990 Physical Examination and History Taking of the Adult-Part I | 3 |

| | |
|--|-----------|
| Total Required Elective Credits | 6 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/4317.asp



AAS/AS

Hospitality and Tourism Management

Hospitality and Tourism Management AAS A100/AS 2060

This program is designed for the student seeking a management career in the hospitality industry as well as other allied fields. The degree candidate will follow one of the two subject tracks described below which will address his/her particular need or interest.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

| General Education Requirements | Credits |
|---|--------------|
| ARH 1000 Art Appreciation | 3 |
| BSC 1050 Environmental Conservation | 3 |
| ENC 1101 College Composition I | 3 |
| ENC 1102 College Composition II (A.S. students only) | 0/3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| SYG 2000 Introduction to Sociology | 3 |
| Total Required General Education Credits | 15/18 |

Required Courses

| | |
|---|---|
| ACG 2022 Financial Accounting | 4 |
| CGS 1570 Microcomputer Applications | 3 |
| FOS 1201 Food Service Sanitation | 2 |
| FSS 1100 Menu Planning and Merchandising | 3 |
| FSS 1220 Professional Cooking | 2 |
| FSS 1220L Professional Cooking Lab | 1 |
| FSS 1221C Quantity Food Production I | 4 |
| FSS 2100 Purchasing for the Hospitality Industry | 3 |
| FSS 2500 Food and Beverage Cost Control | 3 |
| HFT 1000 Introduction to the Hospitality Business | 3 |
| HFT 1630 Management of Security in the Hospitality Business | 3 |
| HFT 1850C Dining Room Management | 3 |
| HFT 1949C Co-op: Hospitality Management I (A.A.S. students only) | 3 |
| HFT 2220 Personnel Management Practices | 3 |
| HFT 2300 Housekeeping Management | 3 |
| HFT 2410 Hotel-Motel Front Office Administration | 3 |
| HFT 2510 Sales Promotion and Advertising in Hotels and Food Service Establishments | 3 |

| | |
|--------------------------------------|--------------|
| Total Required Course Credits | 49/46 |
| Total Program Credits | ■ |

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2060.asp

Office Management & Administrative Assistant

PSAV

Administrative Assistant

Customer Service Representative

Medical Secretary

ATD

Medical Coder Specialist

Medical Transcription

AAS/AS

Office Systems Technology

SPECIALTY TRACKS
LEGAL SECRETARY
OFFICE SYSTEMS

Administrative Assistant PSAV 5519

The Administrative Assistant Certificate is a noncredit PSAV program that prepares students to enter the workforce in entry-level positions with a broad base of skills. Employment opportunities might include secretary, administrative assistant or office manager. The program focuses on today's modern business office with skills in office automation, professional development, business and electronic communication, and software.

The foundation courses in Group A and B teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced courses in Group C and D teach Microsoft Office applications, which include Word, Excel, PowerPoint, Access and Outlook. Additionally, students will learn skills in customer service, communication and leadership. The curriculum is based on state guidelines. Students who complete this program may be eligible to receive credits toward the AAS/AS Office Systems Technology degree. For more information, contact the department chair.

| Required Courses | Clock Hours |
|--|-------------|
| Group A General Office Clerk | |
| OTA 0100 Introduction to Keyboarding/Word Processing | 60 |
| OTA 0421 Introduction to Office Operations | 90 |
| Group B Clerical Support/Secretary | |
| OTA 0131 Building Speed and Accuracy | 60 |
| OTA 0423 Business Office Operations | 90 |
| OTA 0438 Administrative Office Procedures | 150 |
| Group C Administrative Support | |
| OCA 0501 Business Software Applications | 150 |
| Group D Administrative Assistant | |
| OCA 0502 Advanced Business Software Applications | 175 |
| OTA 0432 Advanced Administrative Office Procedures | 175 |
| OTA 0941 Administrative Assistant Office Simulation | 100 |
| - or - | |
| OTA 0940 Administrative Assistant Externship* | |
| Total Program Hours | 1050 |

*Prior permission required by employer and program coordinator.

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5519.asp

Customer Service Representative PSAV 5045

This program is designed to prepare the student for employment in the customer service industry including those in banking, retail, legal, government, hotel reservations, telecommunications and the health care industry. The program covers course content in areas such as human relations, communications, conflict resolution, computer basics and employability skills.

For program updates, visit the PBCC Workforce Development Web page at: www.pbcc.edu/workforce/index.htm

| Required Courses | Clock Hours |
|--|-------------|
| MKO0102 Human Relations I | 15 |
| MKO0103 Communications I | 18 |
| MKO0104 Conflict Resolution I | 18 |
| MKO0106 Math Fundamentals | 15 |
| OTA 0101 Keyboarding/Word Processing I | 45 |
| This program is under development. | |
| The total number of clock hours will be | 320 |
| Total Program Hours | 320 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

For a suggested course sequence, check the Web at www.pbcc.edu/transfer/5045.asp

Medical Secretary PSAV 5084

The Medical Secretary Certificate is a noncredit PSAV program that prepares students to enter the workforce in an entry-level position with a broad base of skills. Medical secretaries are employed in outpatient settings, such as a physician's office, hospital or home health care agency. The program focuses on today's modern medical office with skills in office automation, health care information and billing, medical terminology, medical coding, and transcription.

The foundation courses in Group A and B teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced courses in Group C focus on medical office skills, Microsoft Office applications, coding, billing and transcription. The curriculum is based on state guidelines. Students who complete this program may be eligible to receive credits toward the AAS/AS Office Systems Technology degree. For more information, contact the department chair.

| Required Courses | Clock Hours |
|--|-------------|
| Group A General Office Clerk | |
| OTA 0100 Introduction to Keyboarding/Word Processing | 60 |
| OTA 0421 Introduction to Office Operations | 90 |
| Group B Clerical/Support Secretary | |
| OTA 0131 Building Speed and Accuracy | 60 |
| OTA 0423 Business Office Operations | 90 |
| OTA 0438 Administrative Office Procedures | 150 |
| Group C Medical Secretary | |
| OCA 0501 Business Software Applications | 150 |
| MEA 0230 Medical Terminology by Body Systems | 95 |
| HIM 0270 Insurance Billing & Claims | 60 |
| HIM 0280 Fundamentals of Medical Coding | 75 |
| HIM 0030 Fundamentals of Medical Transcription | 90 |
| HIM 0217 Health Information Management | 60 |
| HIM 0826 Medical Secretary Externship | 70 |
| Total Program Hours | 1050 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5084.asp

Medical Coder Specialist ATD B526

This program is designed to prepare the student for employment as a medical coder. Medical coders assign codes to each diagnosis and procedure documented in a patient's medical record. The program content includes medical terminology, medical office technology, health care delivery systems, health information services, coding skills and employability issues.

| Required Courses | Clock Hours |
|--|-------------|
| HSC 0003 Health Care Concepts | 78 |
| OTA 0100 Introduction to Keyboarding/Word Processing | 60 |
| PRN 0022 Body Structure and Function | 69 |
| MEA 0230 Medical Terminology for Body Systems | 95 |
| OTA 0421 Introduction to Office Operations | 90 |
| HIM 0280 Fundamentals of Medical Coding | 75 |
| OTA 0131 Building Speed and Accuracy | 60 |
| HIM 0220 Medical Coding I | 160 |
| HIM 0270 Insurance Billing & Claims | 60 |
| HIM 0281 Medical Coding II | 180 |
| HIM 0217 Health Information Management | 60 |
| Total Program Hours | 987 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 11; English: 11; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B526.asp

Medical Transcription ATD B525

This program is designed to prepare the student for employment as a medical record transcriber. Medical record transcribers electronically transcribe physician dictation for a patient's medical history. The program content includes medical terminology, medical office technology, health care delivery systems, health information services, transcription skills and employability issues.

| Required Courses | Clock Hours |
|--|-------------|
| HSC 0003 Health Care Concepts | 78 |
| OTA 0100 Introduction to Keyboarding/Word Processing | 60 |
| PRN 0022 Body Structure and Function | 69 |
| MEA 0230 Medical Terminology for Body Systems | 95 |
| OTA 0421 Introduction to Office Operations | 90 |
| OTA 0131 Building Speed and Accuracy | 60 |
| HIM 0030 Fundamentals of Medical Transcription | 90 |
| HIM 0031 Medical Transcription I | 240 |
| HIM 0280 Fundamentals of Medical Coding | 75 |
| HIM 0032 Medical Transcription II | 240 |
| HIM 0217 Health Information Management | 60 |
| Total Program Hours | 1157 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 11; English: 11; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B525.asp

Office Systems Technology AAS/AS

This program offers two options. The Legal Secretary Track prepares the student for employment as a legal secretary and the Office Systems Track prepares the student for employment as a top-level secretary or administrative assistant. These tracks are also designed to provide supplemental training for individuals previously or currently employed in office careers.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

LEGAL SECRETARY TRACK

AAS A524/AS 2523

| General Education Requirements | Credits |
|---|-----------|
| ENC 1101 College Composition I (A.S. students) | 3 |
| ENC 1151 Applied Communications (A.A.S. students) (3) | |
| HSC 2100 Health Concepts & Strategies | 3 |
| MGF 1106 Liberal Arts Mathematics | |
| (or higher level Math)(A.S. students) | 3 |
| MAT 1033 Intermediate Algebra | |
| (or higher level Math)(A.A.S. students) | (3) |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | 15 |

Required Courses

| | |
|---|-----------|
| APA 1111 Bookkeeping I | 3 |
| BUL 2241 Business Law I | 3 |
| CGS 1570 Microcomputer Applications | 3 |
| MTB 1103 Business Mathematics | 3 |
| OST 1100C Beginning Keyboarding | 3 |
| OST 1108 Building Typing Speed and Accuracy | 1 |
| OST 1110C Intermediate Keyboarding | 3 |
| OST 1332 Business Presentations | |
| - or - | |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| OST 1831 Microsoft Windows | 1 |
| OST 2251C Legal Transcription | 3 |
| OST 2335 Business Communications | 3 |
| OST 2339 Business English Review | 1 |
| OST 2431 Legal Office Procedures | 3 |
| OST 2714C Word Processing | 3 |
| PLA 1003 Introduction to Legal Technology | 3 |
| PLA 1104 Legal Writing and Research I | 3 |
| OST 1355 Records Management | 2 |
| Electives * | 4 |
| Total Required Course Credits | 43 |

Total Program Credits

63

*Electives: Select from Office Systems Technology or Legal Assisting courses.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2523.asp

OFFICE SYSTEMS TRACK

AAS A521/AS 2514

| General Education Requirements | Credits |
|---|-----------|
| ENC 1101 College Composition I (A.S. students) | 3 |
| ENC 1151 Applied Communications (A.A.S. students) (3) | |
| HSC 2100 Health Concepts & Strategies | 3 |
| MGF 1106 Liberal Arts Mathematics | |
| (or higher level Math)(A.S. students) | 3 |
| MAT 1033 Intermediate Algebra | |
| (or higher level Math)(A.A.S. students) | (3) |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | 15 |

Required Courses

| | |
|---|-----------|
| APA 1111 Bookkeeping I | 3 |
| CGS 1513 Electronic Spreadsheets | 3 |
| CGS 1570 Microcomputer Applications | 3 |
| MTB 1103 Business Mathematics | 3 |
| OST 1100C Beginning Keyboarding | 3 |
| OST 1108 Building Typing Speed and Accuracy | 1 |
| OST 1110C Intermediate Keyboarding | 3 |
| MAN2021 Principles of Management | |
| - or - | |
| MNA2100 Human Relations | |
| - or - | |
| MNA2345 Principles of Supervision | 3 |
| OST 1332 Business Presentations | |
| - or - | |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| OST 1355 Records Management | 2 |
| OST 1831 Microsoft Windows | 1 |
| OST 2335 Business Communications | 3 |
| OST 2339 Business English Review | 1 |
| OST 2402 Office Procedures and Technology | 3 |
| OST 2603C Machine Transcription | 3 |
| OST 2714C Word Processing | 3 |
| Electives * | 7 |
| Total Required Course Credits | 41 |

Total Program Credits

63

*Electives: Select from Business, Computer Science or Office Systems Technology courses.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2514.asp



Public Service

PSAV

Criminal Justice Academies

SPECIALTY TRACKS

BASIC CORRECTIONS OFFICER

BASIC LAW ENFORCEMENT OFFICER

Firefighter

Public Safety Dispatcher

ATD

Emergency Medical Technician

CCC

Paramedic

AAS/AS

Criminal Justice Technology

Emergency Medical Services

Fire Science Technology

Criminal Justice Academies

Limited Access

The Criminal Justice Institute (CJI) is a limited access program governed by PBCC and its Board of Trustees, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission. Two tracks are available: the Corrections Officer Track, which provides eligibility for certification as a Florida corrections officer, and the Basic Standard Police Track, which provides eligibility for certification as a Florida law enforcement officer.

Special Admissions Requirements

All candidates entering the program must have proof of a standard high school diploma or U.S. GED and are required to complete the Assessment Center Testing through PBCC or enter under the auspices of a Palm Beach County law enforcement agency. Additionally, they must complete a PBCC application as well as achieve a 12.9 on the Test of Adult Basic Education (TABE), and successfully pass a fitness agility and ability test, a medical examination, a complete drug screen, and a criminal background investigation that includes a military, credit, employment and education check. All candidates will be required to successfully pass a psychological exam and polygraph exam.

Successful candidates will be accepted into the academy program. For information on testing or academy beginning dates, call (561)868-3398.

Meeting with Rules and Regulations

Students registering in the Police, Corrections or Crossover Academy must meet and abide by the rules and regulations of the Criminal Justice Institute, PBCC. These rules are provided in the Academy Rules and Regulations. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training (CJST), Florida Department of Law Enforcement.

Modular Examination Failure

Failure of any modular examination in academy training will entitle the student recruit to one re-test (not the same test) which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module. Failure of any three-module exams will result in the student being dismissed from the program.

Statewide Examination and Failure

At the completion of academy training, the applicant must file with CJST to take the statewide certification examination. There is a \$50 fee for filing. The test will be developed and administered by CJST. Re-testing must be completed within three months and a total of three re-tests will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

Academic Dishonesty

The definition of academic dishonesty is set forth in the Recruit Handbook. The CJI policy for a student found guilty of academic dishonesty in any academy or statewide examination will be immediate dismissal from the course(s) and program. The Region XII policy is that there will be no appeal from such dismissal via the College administration.

BASIC CORRECTIONS OFFICER TRACK

PSAV 5601

The program provides for eligibility for certification as a corrections officer in the state of Florida when all academy courses have been successfully completed. Certification requires passing of state of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statute 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice associate in science degree.

| Required Courses | Credit Hours/Voc Credits |
|---|--------------------------|
| CJD 1254L Criminal Justice Medical First Responder* | 1/0 |
| CJD 0704 Criminal Justice Defensive Tactics | 0/3 |
| CJD 0705 Weapons | 0/2 |
| CJD 0741 Emergency Preparedness | 0/1 |
| CJD 0770 Criminal Justice Legal I | 0/2 |
| CJD 1772 Criminal Justice Communications Corrections* | 3/0 |
| CJD 1773 Interpersonal Skills I - Corrections* | 3/0 |
| CJD 1750 Interpersonal Skills II - Corrections* | 3/0 |
| CJD 0752 Corrections Operations | 0/2 |
| CJD 0761 Corrections Legal II | 0/1 |
| Total Program Credit Hours | 10/11 |

*These courses will articulate to PBCC's Criminal Justice AS/AAS program.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5601.asp

BASIC LAW ENFORCEMENT OFFICER TRACK

PSAV 5600

This curriculum provides for eligibility for certification as a law enforcement officer in the state of Florida, when all academy courses have been successfully completed. Certification requires passing of state of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statute 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice A.S. degree.

| Required Courses | Credit Hours/Voc Credits |
|---|--------------------------|
| CJD 1254L Criminal Justice Medical First Responder | 1/0 |
| CJD 0704 Criminal Justice Defensive Tactics | 0/3 |
| CJD 0705 Weapons | 0/2 |
| CJD 0723 Criminal Justice Vehicle Operations | 0/1 |
| CJD 0732 Law Enforcement Traffic | 0/1.5 |
| CJD 1760 Criminal Justice Legal I* | 3/0 |
| CJD 1761 Criminal Justice Legal II* | 3/0 |
| CJD 1762 Criminal Justice Communications - Law Enforcement* | 3/0 |
| CJD 1763 Interpersonal Skills I - Law Enforcement* | 3/0 |
| CJD 1730 Law Enforcement Legal III* | 2/0 |
| CJD 1731 Law Enforcement Patrol* | 3/0 |
| CJD 1734C Law Enforcement Investigations* | 3/0 |
| Total Program Credit Hours | 21/7.5 |

*These courses will articulate to PBCC's Criminal Justice AS/AAS program.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5600.asp

Firefighter PSAV 5043

Limited Access

The Firefighter program is a two-part course.

Part I (Firefighter I) covers several subjects including orientation; safety; fire behavior; building construction; protective clothing; SCBA; portable extinguishers; ropes and knots; building search and victim removal; forcible entry tools; construction and techniques; ground ladders; ventilation; water supply; coupling, loading and rolling hose; laying, carrying and advancing hose; water fire streams; Class A, C, D; vehicle and wildland fire control; sprinkler system fundamentals, salvage, overhaul and protecting evidence of fire cause; fire department communications; equipment and techniques; fire prevention and public fire education. The course also includes First Responder Medical and Awareness-Level Hazardous Materials Training. Upon completion of the course and a written state certification examination the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter I.

Part II (Firefighter II) prepares the student to meet the requirements to become a state certified firefighter. Subjects include implementing the incident management system; construction materials and building collapse; rescue and extrication tools; vehicle extrication and special rescue; hydrant flow and operability hose; tools and appliances; foam fire systems; ignitable liquid and gas fire control; fire detection; alarm and suppression systems; fire cause and origin; radio communications and incident reports and pre-incident survey. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter II. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters.

The standard program length for Firefighter I is 160 clock hours, The Firefighter II Program requires an additional 290 clock hours for a total of 450 clock hours.

Special Admissions Requirements

Special admission requirements are associated with this program.

| Required Courses | Clock Hours |
|----------------------------|-------------|
| FFP 0020 Firefighter | 450 |
| Total Program Hours | 450 |

Completion Requirements

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5043.asp

Public Safety Dispatcher PSAV 5455

The purpose of this program is to prepare students for employment as police, fire and ambulance dispatchers. Content includes, but is not limited to, standard telecommunication operating procedures, relationship to field personnel, understanding of command levels and overview of emergency agencies.

| Required Courses | Clock Hours |
|---|-------------|
| CJD 0520 Public Safety Telecommunicator | 208 |
| Total Program Hours | 208 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5455.asp

Emergency Medical Technician (EMT-B) ATD B217

Limited Access

This program is designed to prepare the student for the Florida State Board Examination for Emergency Medical Technician-Basic. Classroom study and clinical work equip the student with the skills in patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization and vehicle extrication that are necessary for a career in out-of-hospital emergency medicine.

This program is approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64E-2, FAC) and follows the most current U.S. Department of Transportation National Standard Curriculum.

Special Admissions Requirements

Special admission requirements are associated with this program.

| Required Courses | Hours |
|---|-----------|
| EMS 1119 Emergency Medical Technician Basic | 6 |
| EMS 1119L Emergency Medical Technician Basic Laboratory | 3 |
| EMS 1431 Emergency Medical Technician Basic Hospital and Field Experience | 2 |
| Total Required Course Credits | 11 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B217.asp

Paramedic CCC 6450

Limited Access

This certificate program is offered for individuals who wish to complete the core curriculum and be eligible for certification by the state of Florida to practice as a paramedic. The course content includes lecture, skills lab and clinical/fire rescue rotations as outlined in the core requirements of the Emergency Medical Services A.S. degree program.

The Paramedic Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Committee on Accreditation for EMS Programs (CoAEMSP) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615, and approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64E-2, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum (FS 401.2701(1)(a) 5a).

Special Admissions Requirements

Students entering the Paramedic CCC program must have a current/valid Florida State EMT-Basic Certificate awarded by an American Medical Association (AMA) recognized and accredited institution or have completed the PBCC EMT Certificate program and be eligible for the state certification exam which must be successfully passed during Paramedic I. Students who do not successfully complete any Paramedic courses may be required to take the co-requisite lecture or clinical course over. Please contact the program manager for specific instructions.

| Required Courses | Credits |
|-------------------------------------|-----------|
| EMS 2620C Paramedic I | 12 |
| EMS 2621C Paramedic II | 10 |
| EMS 2622C Paramedic III | 6 |
| EMS 2659 Paramedic Field Internship | 8 |
| EMS 2664 Paramedic Clinical I | 3 |
| EMS 2665 Paramedic Clinical II | 3 |
| Total Required Credits | 42 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6450.asp

Criminal Justice Technology AAS/AS

Limited Access

The Criminal Justice Technology program is a limited access program for Criminal Justice Academy students (PSAV certificate program students) and/or corrections and law enforcement officers who wish to advance in their careers. Students must contact the Criminal Justice Institute regarding admission requirements to the Academies prior to entering the Criminal Justice Technology program.

Students who plan to articulate to the Florida Atlantic University Public Management program (B.S.) or the Florida Gulf Coast University Criminal Justice program (BPM) should meet with a criminal justice advisor prior to registering for courses.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Special Admissions Requirements

Students must have a minimum 2.0 GPA to be admitted into this program. Students who wish to be admitted to the Criminal Justice Institute should seek counseling from the Institute. Those who wish to be admitted to the A.A.S. or A.S. degree program should seek counseling from the Criminal Justice Department.

CORRECTIONS OFFICER TRACK

AAS A607/AS 2605

| General Education Requirements | Credits |
|---|-----------|
| ENC 1101 College Composition I | 3 |
| HSC 2100 Health Concepts & Strategies | 3 |
| MGF 1106 Liberal Arts Mathematics (A.S. students) | 3 |
| MAT 1033 Intermediate Algebra (A.A.S. students) | (3) |
| POS 1041 Introduction to American Government | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Total Required General Education Credits | 18 |

Required Courses

| | |
|---|-----------|
| CCJ 1010 Introduction to Criminology | 3 |
| CCJ 1020 Administration of Criminal Justice | 3 |
| CCJ 2500 Juvenile Delinquency | 3 |
| CGS 1570 Microcomputer Applications | 3 |
| CJE 1300 Police Administration I | 3 |
| CJL 2100 Criminal Law | 3 |
| Total Required Course Credits | 18 |

Required Track Courses

| | |
|--|-----------|
| CJD 1254L Medical First Responder | 1 |
| CJD 1763 Interpersonal Skills I - Law Enforcement * | 3 |
| CJD 1772 Criminal Justice Communications - Corrections * | 3 |
| CJD 1742 Corrections Operation * | 3 |
| CJD 1750 Interpersonal Skills II - Corrections * | 3 |
| CJD 1760 Criminal Justice Legal I * | 3 |
| CJD 1771 Corrections Legal II * | 1 |
| HLP 1081 Physical Fitness I | 1 |
| Total Required Track Credits | 18 |

* These courses will articulate from PBCC's Criminal Justice Academies PSAV program.

Electives (Select ten credits)

| | |
|---|-----------|
| CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner | 3 |
| CCJ 2940C Criminal Justice Intern Program | 4 |
| CJC 2162 Principles of Probation and Parole | 3 |
| CJE 1301 Police Administration II | 3 |
| CJL 1062 Introduction to Constitutional Law | 3 |
| CJL 2130 Laws of Evidence | 3 |
| CJL 2403 Law of Arrest, Search & Seizure | 3 |
| CJT 2100 Criminal Investigation | 3 |
| CJT 2140 Introduction to Criminalistics | 3 |
| Total Required Elective Credits | 10 |

| | |
|------------------------------|-----------|
| Total Program Credits | 64 |
|------------------------------|-----------|

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2605.asp

LAW ENFORCEMENT OFFICER TRACK

AAS A608/AS 2606

| General Education Requirements | | Credits |
|--------------------------------------|--|---------|
| ENC 1101 | College Composition I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF1106 | Liberal Arts Mathematics (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | (3) |
| POS 1041 | Introduction to American Government | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |

Total Required General Education Credits 18

Required Courses

| | | |
|----------|------------------------------------|---|
| CCJ 1010 | Introduction to Criminology | 3 |
| CCJ 1020 | Administration of Criminal Justice | 3 |
| CCJ 2500 | Juvenile Delinquency | 3 |
| CGS 1570 | Microcomputer Applications | 3 |
| CJE 1300 | Police Administration I | 3 |
| CJL 2100 | Criminal Law | 3 |

Total Required Course Credits 18

Required Track Courses

| | | |
|-----------|---|---|
| CJD 1254L | Medical First Responder | 1 |
| CJD 1730 | Law Enforcement Legal III * | 2 |
| CJD 1731C | Law Enforcement Patrol * | 3 |
| CJD 1734C | Law Enforcement Investigations * | 3 |
| CJD 1760 | Criminal Justice Legal I * | 3 |
| CJD 1761 | Criminal Justice Legal II * | 3 |
| CJD 1762 | Criminal Justice Communications | 3 |
| | Law Enforcement * | 3 |
| CJD 1763 | Interpersonal Skills I - Law Enforcement* | 3 |
| HLP 1081 | Physical Fitness I | 1 |

Total Required Track Credits 22

* These courses will articulate from the PBCC Criminal Justice Academies PSAV program.

Electives (Select six hours)

| | | |
|-----------|--|---|
| CCJ 1191 | Introduction to Human Behavior and the Criminal Justice Practitioner | 3 |
| CCJ 2940C | Criminal Justice Intern Program | 4 |
| CJC 2162 | Principles of Probation and Parole | 3 |
| CJE 1301 | Police Administration II | 3 |
| CJL 1062 | Introduction to Constitutional Law | 3 |
| CJL 2130 | Laws of Evidence | 3 |
| CJL 2403 | Law of Arrest, Search & Seizure | 3 |
| CJT 2100 | Criminal Investigation | 3 |
| CJT 2140 | Introduction to Criminalistics | 3 |

Total Required Elective Credits 3

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2606.asp

**Emergency Medical Services AS 2449**

This program is designed for the student who wishes to increase knowledge in principles of education, supervision or technology related to the paramedic field.

Special Admissions Requirements

Students entering the EMS AS degree program must have a current/valid Florida State EMT-Basic Certificate awarded by an American Medical Association (AMA) recognized and accredited institution or have completed the PBCC EMT Certificate program and be eligible for the state certification exam which must be successfully passed during EMS 2620C.

Students who do not successfully complete any Paramedic courses may be required to take the co-requisite lecture or clinical course over. Please contact the program manager for specific instructions.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the Program Director.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

| General Education Requirements | | Credits |
|--|--------------------------------------|---------|
| ENC 1101 | College Composition I | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Mathematics - Area III | | 3 |
| Either course from Social Science - Area V | | 3 |

PSY 2012 General Psychology

- or -

SYG 2000 Introduction to Sociology

(SYG 2000 recommended)

Total Required General Education Credits 15

Technical Core Required Courses

| | | |
|-----------|---|-----|
| EMS 1119 | Emergency Medical Technician Basic * | (6) |
| EMS 1119L | EMT-Basic Laboratory | (3) |
| EMS 1431 | EMT-Basic Hospital and Field Experience | (2) |
| EMS 2620C | Paramedic I | 12 |
| EMS 2621C | Paramedic II | 10 |
| EMS 2622C | Paramedic III | 6 |
| EMS 2664 | Paramedic Clinical I | 3 |
| EMS 2665 | Paramedic Clinical II | 3 |
| EMS 2659 | Paramedic Internship | 8 |

Total Required Technical Core Credits 53

Electives (5 credits required)

| | | |
|---|--|---|
| Any course(s) from Area IV - Natural Sciences | | 3 |
| CGS 1570 | Microcomputer Applications | 3 |
| HSC 2531 | Medical Terminology | 3 |
| MGF1106 | Liberal Arts Mathematics | 3 |
| MGF1107 | Finite Mathematics | 3 |
| MNA2100 | Human Relations in Business | 3 |
| MNA2345 | Principles of Supervision | 3 |
| MNA2303 | Public Personnel Management | 3 |
| EDP 2002 | Introduction to Educational Psychology | 3 |
| EDF 2005 | Foundations of Education | 3 |
| POS 2041 | American National Government | 3 |
| EMS 1331 | Aeromedical Transport | 3 |
| HSC 1010 | Introduction to Developmental Concepts for Health Care Providers | 2 |
| CGS 1060 | PC Starter | 1 |
| LIS 1002 | Electronic Access to Information | 1 |
| LIS 2004 | Introduction to Internet Research | 1 |
| PEM 2405 | Self-Defense | 1 |
| PEN 2136 | Scuba Diving | 1 |

Total Electives 5

Total Program Credits 73

*Credits awarded to holders of current/valid Florida State EMT-Basic Certificate.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2449.asp

Fire Science Technology AS 2195

This program is designed for the student who is currently serving as a firefighter and wishes to advance in various fire service areas.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Special Admissions Requirements

Special admission requirements are associated with this program.

General Education Requirements

| | | |
|--|--------------------------------------|---|
| ENC 1101 | College Composition I | 3 |
| POS 1041 | Introduction to American Government | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Natural Sciences - Area IV (except HSC 2100) | | 3 |

Total Required General Education Credits 15

Required Courses

| | | |
|--|--|---|
| CGS 1570 | Microcomputer Applications | 3 |
| FFP 1505 | Fire Prevention | 3 |
| FFP 2320 | Building Construction for Fire Protection | 3 |
| FFP 2401 | Hazardous Materials for Emergency Operations | 3 |
| FFP 2410 | Fire Service Tactics and Strategies | 3 |
| FFP 2720 | Company Officer Leadership I | 3 |
| FFP 2740 | Fire Science Instructional Methodology | 3 |
| FFP 2780 | Fire Service Administration | 3 |
| MNA2303 | Introduction to Public Personnel Management | 3 |
| MTB 1103 | Business Mathematics | 3 |
| - or - | | |
| Any course from Mathematics - Area III | | 3 |

Total Required Course Credits 30

Electives (Choose five)

| | | |
|----------|---|---|
| FFP 1301 | Fire Hydraulics | 3 |
| FFP 1302 | Fire Apparatus and Equipment | 3 |
| FFP 1620 | Private Fire Protection Systems | 3 |
| FFP 2111 | Fire Chemistry | 3 |
| FFP 2326 | Blueprint Reading and Plans Examination | 3 |
| FFP 2501 | Hazardous Materials for Emergency Operations II | 3 |
| FFP 2510 | Related Fire Codes and Standards | 3 |
| FFP 2604 | Fire Investigation and Arson Detection | 3 |
| FFP 2610 | Fire Investigation: Cause & Origin | 3 |
| FFP 2706 | Public Information Officer | 3 |
| FFP 2721 | Company Officer Leadership II | 3 |
| FFP 2770 | Legal and Ethical Issues for Fire Service | 3 |
| FFP 2781 | Advanced Fire Service Administration | 3 |
| FFP 2811 | Firefighting Strategy and Tactics I | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |

Total Required Elective Credits 15

Total Program Credits 60

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2195.asp

COURSE DESCRIPTIONS

Florida's Statewide Course Numbering System

All public two and four-year colleges and universities in Florida and twenty-six participating private schools assign course numbers using the Florida's Statewide Course Numbering System (SCNS). This common course numbering system is used to assist in transferring course credit between participating colleges and universities.

Each participating school controls the title, credit, content, and level of each course they offer. The level is the first number in the course number. It generally tells the year or level at which this course is offered. (Ex. SYG 1010 is a freshman level course.) This number does not affect the transferability of a course. The course level numbers at PBCC are as follows:

- 0* - college prep credit, vocational prep, and PSAV (do not transfer),
- 1 - freshman year, and
- 2 - sophomore year.

*Some EAP college preparatory courses are level "1" courses but do not transfer. These courses will be listed as "institutional credit" in the course descriptions.

EXAMPLE OF COURSE IDENTIFIER

| NAME | EXAMPLE |
|-------------------|--|
| PREFIX | Sociology |
| LEVEL CODE | Freshman Level - General |
| | 0 = college preparatory credit (not for degree) 1 = Freshman Level 2 = Sophomore Level |
| LAB CODE | An "L" or "C" would indicate a laboratory component |

SYG 1010

THE COURSE PREFIX

The course prefix is a three-letter grouping which stands for a major division of an academic discipline, subject matter area, or sub-category of knowledge. (Ex. SYG stands for General Sociology). The prefix does not identify the department in which a course is offered. Instead, the course content determines the prefix given to a course.

The course identifier, the prefix and the last three numbers of the course numbers (Ex. SYG 1010), are assigned by members of faculty discipline committees appointed by the Florida Department of Education in Tallahassee. These committees are made up of a balance of faculty from two and four-year, public and private, participating schools that offer this subject area or specialization.

SYG_010 is a survey course in social problems offered by 31 different two and four-year colleges and universities in Florida. Each school uses "SYG_010" to identify its social problems survey course. The title may vary at each school and the level code (see paragraph two under Florida Statewide Course Numbering System) may differ. PBCC offers SYG 1010, American Social Problems. The freshman level code number does not affect transferability. "SYG" means "Sociology, General," the century number "0" represents "Entry-level General Sociology," the decade number "1" represents "Survey Course," and the unit number "0" represents "Social Problems."

In science and other areas, some courses will have a "C" or "L" after the course number. The "C" stands for a combined lecture and lab course that meets in the same place at the same time. The "L" stands for a lab course or the lab part of a course with the same number, which meets at a different time or place.

GENERAL RULE FOR EQUAL COURSES

Transfer of any successfully completed course from one school to another school is guaranteed in cases where the transfer course has the same course identifier as the one offered by the receiving school. Transferable courses have the same identifier and equal faculty credentials at the host school and the receiving school. For example, SYG 1010 is offered at a PBCC. The same course is offered at a participating four-year school as SYG 2010. A student who has successfully completed SYG 1010 at PBCC is guaranteed transfer credit for SYG 2010 at any participating four-year school in Florida to which the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equal to SYG 2010. With a few exceptions, transfer credit must be awarded for successfully completed equal courses. It must be used by the participating two or four year school to satisfy degree requirements in the same way it would be

used for the same credits earned by students who attend the receiving school. Receiving schools have the prerogative of offering transfer credit for successfully completed courses in addition to equal transfer courses.

EXCEPTIONS TO THE GENERAL RULE FOR EQUAL COURSES

The following courses are exceptions to the general rule for course equality and may not transfer. The ability of these courses to transfer is up to the receiving school:

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving school

College preparatory, vocational preparatory, and PSAV courses (level "0" or "1" courses - see second paragraph under Florida Statewide Course Numbering System) may not be used to meet A.A. degree requirements and cannot be transferred.

AUTHORITY FOR ACCEPTANCE OF EQUAL COURSES

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary colleges or universities that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving school shall award credit for courses satisfactorily completed at the previous participating colleges or universities when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving school, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous school. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy school requirements on the same basis as credits awarded to native students.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Academic Services at PBCC (561) 862-4651 or the Florida Department of Education, Statewide Course Numbering System, 1454 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or SunCom 278-6402.

Course Prefixes by Subject Area

The following is a list of course prefixes, arranged by subject matter areas. Because some prefixes may apply to more than one subject matter area, there may be duplications. For current course offerings, consult the Palm Beach Community College Schedule of Classes, available through the registrar's office at your location or the online class schedule at www.pbcc.edu/pantherweb.

| | |
|---|------------------------------|
| Accounting | ACG, ACO, APA, TAX |
| Acting | TPP |
| Aeronautics/Aviation Science | ASC, ATF, ATT, AVM |
| Air Conditioning and Refrigeration | ACR |
| American History | AMH |
| American Literature | AML |
| Anatomy and Physiology | BSC |
| Anthropology | ANT |
| Applied Welding Technology | PMT |
| Architectural Design | ARC |
| Architectural Drafting | BCN, ETD, TAR, TDR |
| Art | ART |
| Art History | ARH |
| Astronomy | AST |
| Automotive Repair and Service | AER, ARR |
| Biological Sciences | BOT, BSC, MCB, OCE, PCB, ZOO |
| Bookkeeping | APA |
| Botany | BOT |
| Bricklayer | BCV |
| Building Construction | BCA, BCN, BCT, BCV, PMT |
| Business | BAN, GEB |
| Business Law | BUL |
| Carpentry | BCV |
| Chemistry | CHM |
| Child Care and Development | CHD, DEP |
| College Preparatory Courses | EAP, ENC, ESL, MAT, REA |
| Commercial Art | ART, GRA |
| Commercial Driving | CDO |
| Commercial Foods | HMV |
| Computers-Drafting | ETD |
| Computers-Engineering, PC Support, Programming and Technology | CEN, CET, CGS, CIS, COP |
| Computers-General Studies | CGS |
| Cosmetology | COS, CSP |
| Creative Writing | CRW |
| Criminal Justice | CCJ, CJD, CJT |
| Dance | DAA, DAN |
| Dental Assisting | DEA |
| Dental Hygiene | DEH, DES |
| Dietetics | DIE, FSS, HUN |
| Drafting and Design | EGS, ETD, ETG, ETI, TDR |
| Early Childhood Education | EEC |
| Ecology | APB, PCB |
| Economics | ECO, ECS |
| Education | EEC, EDF, EDG, EDP, EME |

| | |
|--|-----------------------------------|
| Electrical | CET, EST |
| Electronics Engineering and Technology | EET, EEV |
| Emergency Medical Services | EMS |
| Emergency Medical Technician | EMS |
| Engineering Technology | EGS, ETD, ETI, ETM |
| English as a Second Language | EAP, ESL |
| English Language/Literature | AML, CRW, ENC, ENL, LIT |
| Environmental Science | EVR, EVS, GLY, PCB |
| Facial Specialist | COS, CSP |
| Film, Television, and Video Production Technology | FIL, RTT, RTV |
| Finance | FIN |
| Fire Fighter and Fire Science | FFP |
| Fire Sprinkler | BCA |
| Food Science | FOS, FSS, HMV |
| Foreign Language/Field Studies | FOL |
| French Language | FRE |
| Geography | GEO |
| Geology | GLY |
| German Language | GER |
| Gerontology | GEY |
| Government | CPO, POS |
| Graphic Arts/Graphic Design | GRA |
| Health Education, Safety and Sciences | HSC |
| Heavy Duty Truck/Bus Mechanics | DIM |
| History | HIS |
| Horticulture | GCO, ORH, PLS, PMA, SOS |
| Hospitality | HFT |
| Human Services | HUS |
| Humanities | HUM |
| Insurance, Annuities and General Lines | RMI |
| Interdisciplinary | IDH, IDS |
| Interior Design | IND |
| International Studies | INR |
| Iron Worker | PMT |
| Italian Language | ITA |
| Journalism | JOU |
| Legal Assistant | PLA |
| Library Science (Research) | LIS |
| Literature | AML, ENL, LIT |
| Management | MAN, MNA |
| Manufacturing, Robotic/Automated | ETI |
| Marketing | MAR, MKA |
| Mass Communications | MMC |
| Massage Therapy | MSS |
| Materials Engineering | ETM, TDR |
| Mathematics | MAC, MAP, MAT, MGF, MTB |
| Mechanical Drafting | ETD |
| Medical Assisting, Coding, Secretary and Transcription | HIM, MEA, MRE, MTS, OST, OTA |
| Music-Applied | MVB, MVJ, MVK, MVP, MVS, MVV, MVW |
| Music-General | MUC, MUE, MUH, MUL, MUN, MUS, MUT |

| | |
|---------------------------------|-----------------------------------|
| Nail Specialist | COS, CSP |
| Nursing | NUR |
| Nutrition | DIE, HUN |
| Occupational Therapy Assistant | OTH |
| Oceanography | OCE |
| Office Systems and Applications | OCA, OFT, OST, OTA |
| Paralegal | PLA |
| Paramedic | EMS |
| Patient Care Technician | HCP |
| Pest Management | IPM |
| Philosophy | PHI |
| Photography | PGY |
| Physical Education and Fitness | HLP, PEL, PEM, PEN, PEO, PEP, PET |
| Physical Science | AST, GLY, PSC |
| Physics | PHY |
| Pipefitter | PMT |
| Plasterer | BCV |
| Plumbing | BCV |
| Political Science | POS |
| Practical Nursing | PRN |
| Professional Pilot Technology | ASC, ATF, ATT, AVM |
| Psychology | CLP, DEP, PSY, SOP |
| Public Relations | PUR |
| Public Safety Telecommunicator | CJD |
| Radiography | RTE |
| Reading (College Preparatory) | REA |
| Real Estate | REE |
| Religion | REL |
| Respiratory Care | RET |
| Secretarial | OST |
| Sheet Metal | PMT |
| Social Sciences | ISS, SYG, SSI |
| Social Work | SOW |
| Sociology | SYG |
| Spanish Language | SPN |
| Speech Communications | SPC |
| Statistics | STA |
| Student Life Skills | SLS |
| Surgical Technology | STS |
| Surveying, Land | SUR |
| Taxes | TAX |
| Television | RTV |
| Theater Arts | THE, TPA, TPP |
| Tile Setter | PMT |
| Water/Waste Water Management | EVS |
| Word Processing | OST |
| World History | WOH |
| Zoology | ZOO |

Introduction to Course Descriptions

The course descriptions for the PBCC 2003-2004 Catalog are listed in alphabetical order by course prefix. The course descriptions contain the full title of the course, initials of the degree/certificate to which the course may be applied and the number of credits/clock hours earned upon successful completion of the course. This information is followed by the necessary prerequisites and corequisites for the course, a brief course description and a notation on special fees.

New or revised courses may have incomplete course number information at the time of this printing. For new courses, the proposed prefix followed by "0, 1 or 2 XXX" will be used for the course number. For revised courses, the original course number will be used followed by the proposed course number in parentheses, if applicable. Please check the on-line listing of courses at www.panthernet.pbcc.edu/course.cgi or with the campus location Registrar's office for the up-to-date course number information on these courses.

When considering enrollment in courses offered at PBCC, associate in applied science, associate in science or certificate program students should refer to the program descriptions in this catalog for suggested course completion order. Associate in arts students should remember that transferability of a course to a four-year institution may be based on completion of the associate degree. For more information on course transferability, contact a PBCC academic advisor, an academic advisor at the targeted four-year school, www.facts.org, or www.pbcc.edu/transfer to obtain information updates on degree requirements before enrolling in courses.

ACG 2022 Financial Accounting AA

4 credits (4 lecture hours)

Introduction to financial accounting concepts including the accounting cycle, internal control, balance sheet accounts, cash flow and characteristics of corporations. (This is the first course in an introductory series.)

ACG 2071 Managerial Accounting AA

3 credits (3 lecture hours)

Prerequisite: ACG 2022

Introduction to managerial accounting concepts including financial statement analysis, accounting's role in management decision-making, cost concepts and behavior, job order and process cost accounting, cost-volume-profit analysis responsibility accounting, differential analysis and capital investment analysis. (This is the second course in an introductory series.)

ACG 2100 Intermediate Accounting AS

3 credits (3 lecture hours)

Prerequisite: ACG 2071

Conceptual framework for financial accounting and reporting providing in-depth examination of the accounting process and the content of financial statements, including cash, short-term investments, receivables, inventories, current liabilities, plant and intangible assets and long-term investments. This course may not be transferable.

ACG 2360 Cost Accounting AS

3 credits (3 lecture hours)

Prerequisite: ACG 2071

Examines common cost systems with emphasis on cost for materials, labor, overhead, standard costs and cost relationships. This course may not be transferable.

ACG 2450 Microcomputer Operations Accounting AS

3 credits (3 lecture hours)

Prerequisites: ACG 2022 (or MTB 1103 and APA 1111) and CGS 1570

This course provides an overview of microcomputer accounting applications. A general accounting computer program is used to complete the accounting cycle for different types of businesses. Spreadsheet analyses are included, as well as 10-key calculator segment.

ACG 0101 Beginning Bookkeeping PSAV

200 clock hours

This course offers an introduction to manual accounting. Emphasis will be on the complete accounting cycle covering analysis of transactions, journalizing, posting, petty cash, financial statements, and adjusting and closing entries.

ACG 0102 Advanced Bookkeeping PSAV

200 clock hours

This course continues the study of accounting operations and includes automated accounting concepts and practices. Students will use spreadsheets and accounting software to maintain accounting records.

ACO 0601 The Accounting Environment I PSAV

100 clock hours

This course provides the student with employment skills needed for entry-level accounting positions. Emphasis will be on communications, human relations, teamwork, ethics, and job search activities.

ACO 0605 The Accounting Environment II PSAV

100 clock hours

This course places the student in a simulated work environment to gain experience in performing accounting operations and responsibilities. Upon completion, the student will have met industry standards for employment as a bookkeeper.

ACO 0949 Accounting Externship PSAV

100 clock hours

This externship places the student in a business office to gain practical experience in performing accounting functions and responsibilities. Upon completion, the student will have met industry standards for employment as a bookkeeper.

ACO 2661 Accounting Information Systems AS

3 credits (3 lecture hours)

Prerequisite: ACG 2071

Introduction to the design and operation of accounting information systems emphasizing information theory, computers and behavioral concepts related to internal control and system analysis.

ACR 0015 Tools and Piping for Heating, Air Conditioning and Refrigeration PSAV

60 clock hours

This course provides lecture, demonstration and hands-on practice in the proper use of tools and measuring techniques in the trade. Different types and use of tubing and pipe fitting, bends and assembling techniques are identified. Practice is provided in soldering, brazing, fabricating and leak testing of piping, tubes and fittings.

ACR 0021 Introduction to Heating, Air Conditioning and Refrigeration PSAV

60 clock hours

This course provides lecture, demonstration and hands-on practice in introductory air conditioning, refrigeration and heating concepts and techniques including major components of the refrigeration cycle. History of the trade, current trends and practices are discussed. Personal and industrial safety in the use of tools and handling of materials is emphasized in laboratory activities. First Aid and CPR instruction is provided.

ACR 0060 Physical Principles of Heating, Air Conditioning and Refrigeration PSAV

90 clock hours

This course provides classroom instruction in fundamental scientific principles and calculations as they relate to compression refrigeration, including the understanding of matter and heat behavior, fluids, pressures, and refrigerants.

ACR 0065 Heat Load Calculations for Commercial Heating, Air Conditioning and Refrigeration PSAV

60 clock hours

This course provides instruction and practice in calculating commercial heating and air-conditioning loads and their application in determining design and capacity of systems.

ACR 0070 Employability Skills for Heating, Air Conditioning and Refrigeration PSAV

40 clock hours

This course provides classroom instruction in oral and written communication, research, basic computer skills and employability skills needed for successful employment in the trade. Information regarding entrepreneurship is also provided.

ACR 0100 Basic Electricity for Heating, Air Conditioning and Refrigeration PSAV

90 clock hours

This course provides instruction in basic electricity and the electrical components of heating, air-conditioning, and refrigeration equipment. Hands-on practice in wiring and troubleshooting electrical control systems, motors and components is provided in the laboratory.

ACR 0104 Basic Electronics for Heating, Refrigeration and Air Conditioning PSAV

90 clock hours

This course provides instruction in solid-state electronics used in heating, air conditioning, and refrigeration systems including basic principles of direct digital controls, solid-state circuits and boards. Hands-on practice is provided with circuits, boards and programmable thermostats. The functions of a building-management system are explained.

ACR 0105 Assist Installation of Residential Heating and Air Conditioning and Systems Assistant PSAV

160 clock hours

This course provides hands-on practice in the installation of residential heating and air-conditioning systems for the assistant mechanic. Cooperative Education-OJT is an option for all or part of this course.

ACR 0200 Mechanical Refrigeration Service and Refrigerant Recovery PSAV

60 clock hours

This course provides instruction and hands-on practice in operating mechanical refrigeration service and testing equipment. Instruction and hands-on practice for refrigerant recovery systems is included.

ACR 0214 Mechanical Components and Controls of Commercial Heating, Air Conditioning and Refrigeration PSAV

90 clock hours

This course provides instruction in selection, testing, maintenance and troubleshooting of commercial heating, air conditioning and refrigeration mechanical systems and components including compressors, evaporators, condensers, heat recovery and thermal systems and accessories.

ACR 0306 Electrical Components and Controls of Commercial Heating, Air Conditioning and Refrigeration PSAV

60 clock hours

This course provides instruction in maintaining, testing and troubleshooting electrical systems, motors, circuits and pneumatic controls in commercial heating, air conditioning and refrigeration.

ACR 0401 Indoor Air Quality for Air Conditioning PSAV

60 clock hours

This course provides instruction in the properties of air, use of pressure enthalpy charts and standards for and ways to measure indoor-air quality.

ACR 0509 Maintain and Repair Commercial Heating and Air Conditioning Systems PSAV

140 clock hours

This course provides hands-on practice in the installation, maintenance, and repair of heating, air-conditioning, and refrigeration systems for the mechanic. Cooperative Education-OJT is an option for all or part of this course.

ACR 0525 Installation and Repair of Residential Heating, Air Conditioning PSAV

230 clock hours

This course provides hands-on practice in the installation, maintenance, and repair of heating, air-conditioning, and refrigeration systems for the mechanic. Cooperative Education-OJT is an option for all or part of this course.

ACR 0600 Heating Service and Troubleshooting PSAV

60 clock hours

This course provides instruction and hands-on practice in combustion-type heating servicing, use of testing equipment and troubleshooting of gas valves and regulators.

ACR 0930 ■ Air Conditioning and Refrigeration Apprenticeship Co-op (First Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job skills plan. Selected job skills will be evaluated a minimum of once during each grading period.

ACR 0931 R Air Conditioning and Refrigeration Apprenticeship Co-op (First Year - Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0932 R Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0933 ■ Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year - Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0934 R Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0935 ■ Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year - Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0936 R Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0937 ■ Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year - Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0938 ■ Air Conditioning and Refrigeration Apprenticeship Co-op (Fifth Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0939 R Air Conditioning and Refrigeration Apprenticeship Co-op (Fifth Year - Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0940 Air Conditioning and Refrigeration Apprenticeship I PSAV

108 clock hours

Course provides OSHA, job safety, trade related mathematics and science and different methods of joining pipe and tubing. Review plumbing and labor history. Emergency first aid and CPR, rigging and shop projects will be covered.

ACR 0941 Air Conditioning and Refrigeration Apprenticeship II PSAV

108 clock hours

Course continues first year. Related classroom and hands-on shop projects. Basic refrigeration.

ACR 0942 Air Conditioning and Refrigeration Apprenticeship III PSAV

108 clock hours

Course provides class related refrigeration, heating system, Environmental Protection Agency Section 608.

ACR 0943 Air Conditioning and Refrigeration Apprenticeship IV PSAV

108 clock hours

Course provides class related refrigeration, heating system, Environmental Protection Agency, Section 608. C.F.C. Certification. Refrigeration controls.

ACR 0944 Air Conditioning and Refrigeration Apprenticeship V PSAV

108 clock hours

Course provides a guide to service work, dealing with human relationships and basic electricity, Section 608 C.F.C. Certification.

ACR 0945 Air Conditioning and Refrigeration Apprenticeship VI PSAV

108 clock hours

Course continues with basic electricity.

ACR 0946 Air Conditioning and Refrigeration Apprenticeship VII PSAV

108 clock hours

Course provides basic refrigeration, air conditioning and heating systems. Section 608. C.F.C. Certification. Refrigeration controls.

ACR 0947 Air Conditioning and Refrigeration Apprenticeship VIII PSAV

108 clock hours

Course continues with refrigeration, air conditioning and heating system. Course covers different piping systems.

ACR 0948 Air Conditioning and Refrigeration Apprenticeship IX PSAV

108 clock hours

Course provides hydronic heating and cooling system instruction.

ACR 0949 Air Conditioning and Refrigeration Apprenticeship X PSAV

108 clock hours

Course provides class job foreman and leadership. Equipment and building control system.

AER 0006 Introduction to Automotive Services PSAV

135 clock hours

This course is designed to introduce the use of academic and business skills along with occupational safety when practicing routine maintenance and customer service. Content will relate to the automotive industry standards and safety.

AER 0110 Automotive Engine Repair PSAV

135 clock hours

This course is designed to establish proficiency in engine theory and repair. Areas of concentration will include the diagnosis and repair of cylinder and valve train, engine block, lubrication and cooling systems. Course will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0171 Automotive Heating and Air Conditioning PSAV

150 clock hours

This course is designed to establish proficiency in the diagnosing and repair of heating, air conditioning and engine cooling systems. Emphasis will be placed on controls, vacuum and mechanical components, clutch and compressor and refrigerant recovery. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0250 Automotive Automatic Transmissions and Transaxles PSAV

185 clock hours

This course is designed to establish proficiency in the operation and servicing of automatic transmission/transaxle. Area of concentration will include maintenance and adjustment, in and off vehicle repair and component parts, repair and replacement. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0170 Automotive Manual Transmissions and Transaxles PSAV

135 clock hours

This course is designed to establish proficiency in the operation, assembly and maintenance of manual drive transmission/transaxle. An emphasis will be placed on diagnosis and repair of component parts, universal and (CV joints), ring and pinion gears, differentials, drive axle and multiple wheel drive. Course will consist of both classroom and laboratory activities designed to meet industry standard and safety.

AER 0306 Automotive Systems Repair and Maintenance I PSAV

150 clock hours

This course is designed to introduce troubleshooting of the electrical starting and charging systems, including the removal, testing and replacement of component parts. Course will consist of classroom and laboratory activities designed to achieve industry standards and safety.

AER 0307 Automotive Systems Repair and Maintenance II PSAV

135 clock hours

This course is designed to introduce automotive systems such as fuel and exhaust in addition to others. Detailed inspection, replacement and adjustment procedures will be practiced. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0315 Automotive Electrical and Electronic Systems I PSAV*135 clock hours*

This course is designed to establish proficiency in the diagnosing and trouble shooting of power train related electrical and electronic components. Also included will be diagnosis and repair of starting and charging systems. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0316 Automotive Electrical and Electronic Systems II PSAV*100 clock hours*

This course is designed to establish proficiency in the diagnosing and repair of lighting, driver information systems, as well as horn, washer/wiper and other motor driven components. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0344 Automotive Engine Performance I PSAV*150 clock hours*

This course is designed to establish proficiency in the diagnosis and repair related to engine performance. In addition, computerized engine controls, ignition, fuel, air induction and exhaust systems will be emphasized. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0345 Automotive Engine Performance II PSAV*135 clock hours*

This course is designed to establish proficiency in the diagnosis and repair of emission control systems. Major areas include positive crankcase ventilation, exhaust gas, recirculation and treatment, various controls and related services. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0411 Automotive Brake Systems PSAV*135 clock hours*

This course is designed to establish proficiency in the operation and servicing of brake systems. Instruction will include disc and drum brakes, power assist units, anti-lock systems and miscellaneous mechanical and electrical components. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0450 Automotive Steering and Suspension PSAV*135 clock hours*

This course is designed to establish proficiency in steering, suspension and wheel systems. Emphasis will be placed on diagnosis, and repair of components that are critical to safe and efficient operation. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve industry standards and safety.

AMH 2010 United States History to 1865 AA*3 credits (3 lecture hours)*

Examines the extension of European culture into the Western Hemisphere, the growth and development of the 13 English colonies and intensive study of the Constitution of the United States and the early national period of the United States to the end of the Civil War. Gordon Rule and computer application required. Written work: 2,000 words. Requires a demonstration of computer application. A grade of C or higher is required for this course to be used as a General Education course. Distance section may be available.

AMH 2010 Honors United States History to 1865 AA*3 credits (3 lecture hours)*

Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing

Honors components included in this course version.

AMH 2020 United States History from 1865 to Present AA*3 credits (3 lecture hours)*

A continuation of AMH 2010, this course emphasizes the development of the United States into a world power and the internal, economic, social, political and cultural movements and forces. Distance Learning section may be available. A grade of C or better is needed for A.A. degree credit. Distance learning section may be available.

AMH 2091 African-American History AA*3 credits (3 lecture hours)*

This course presents a balanced view of the American past and present as each relates to race relations and democratic ideals and equips students with the ability to analyze the meaning of the African-American experience. It includes related concerns and relations of African-Americans, Indians, Hispanics and other ethnic minorities as they impact American life today.

AML 2010 American Literature to 1865 AA*3 credits (3 lecture hours)*

Prerequisite: ENC 1101 or ENC 1121

Students in AML 2010 will study the literature of America from colonial times through the Civil War era. They will examine the literary works, ideas, authors, history and intellectual climate of early America. They will also develop effective reading, writing and analytical skills and a sense of literary taste. Gordon Rule writing requirement minimum written work: 3,000 words. A grade of C or higher is required for this course to be used as a General Education course.

AML 2020 American Literature after 1865 AA*3 credits (3 lecture hours)*

Prerequisite: ENC 1101 or ENC 1121

Students in AML 2020 will study the literature of America from the Civil War through the modern era. They will examine the literary works, ideas, authors, history and intellectual climate of modern America. They will also develop effective reading, writing and analytical skills and a sense of literary taste. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum written work: 3,000 words.

AML 2600 African American Literature AA*3 credits (3 lecture hours)*

Prerequisite: ENC1101 or ENC1121

A survey of literature by African Americans from the eighteenth century to the present. Students will understand African-American Literature as both attached to and counter to the mainstream tradition. Gordon Rule writing requirement minimum written work: 3,000 words.

ANT 2000 Anthropology AA*3 credits (3 lecture hours)*

Survey of anthropology: human kind's remote origins, physical traits (physical anthropology), languages (linguistics) and antiquities (archaeology), as well as lifestyles and institutions of peoples around the world (cultural and social anthropology). Diversities and similarities are explored through selected theories and methods. Gordon Rule writing requirement minimum 2,000 words and a demonstration of computer application are required. A grade of C or higher is required for this course to be used as a General Education course.

APA 1111 Bookkeeping I AS*3 credits (3 lecture hours)*

Application of accounting concepts and procedures in sole proprietorship service and merchandising companies offering: (1) vocational preparation for jobs in accounting, (2) a practical background in accounting for other careers, such as clerical, secretarial, sales and managerial positions and (3) preparation and background for more advanced studies.

APA 1121 Bookkeeping II AS*3 credits (3 lecture hours)*

Prerequisite: APA 1111

Application of accounting concepts and procedures in partnerships, corporations and manufacturing accounting in preparation for a position as a full-charge bookkeeper. The course will include valuation of receivables, inventories and equipment as well as the analysis and interpretation of financial statement and the statement of cash flows.

APA 2172 Computerized Bookkeeping AS*4 credits (4 lecture hours)*

Prerequisites: APA 1111 and APA 1121

An overview of computerized bookkeeping applications software is provided. Windows, spreadsheet software and a payroll program will be used to familiarize the students with the basic support tools available to a full-charge bookkeeper.

ARC 1301C Architectural Design I AA*4 credits (3 lecture hours, 2 lab hours)*

Corequisite: ARC1701

This is an introductory architecture design studio, interfacing visual communication skills and design thought processes. Emphasis is on the awareness and understanding of the architectural design and drawing vocabulary, creativity, spatial design and organization. Investigation of design ideation is exercised through drawing and model making.

ARC 1302C Architectural Design II AA*4 credits (3 lecture hours, 2 lab hours)*

Prerequisite: ARC 1301C, ARC 1701

Corequisites: ARC 2201

The second architectural design studio is concerned with basic architectural design conception, design thought and presentation methods in two and three dimensions. Spatial and formal organization, basic functional analysis and site analysis are introduced. This course builds upon investigations in ARC 1301C.

ARC 1701 History of Architecture I AA*3 credits (3 lecture hours)*

A general survey of social, political and cultural factors, which have generated architecture from prehistoric times through the 18th century.

ARC 1702 Architecture History II AA*3 credits (3 lecture hours)*

Prerequisite: ARC 1701

The History of Architecture II is a survey of architects and architectural style from the 19th century to the present. It is broad in nature and is concerned with the cultural, aesthetic and technological forces that influence the development and making of architecture as "human expression." The course shall help student's foster aesthetic and critical faculties, developing an appreciation of architecture, history, and cultural issues.

ARC 2201 Theory of Architecture AA*3 credits (3 lecture hours)*

Prerequisite: ARC 1301C

The student will demonstrate a proficiency in the basic principles, theories, concepts, goals and aspirations of architecture according to contemporary professional values.

ARC 2303C Architectural Design III AA*4 credits (3 lecture hours, 2 lab hours)*

Prerequisites: ARC 1302C, ARC 2201

Corequisites: ARC 2461

The third architectural design studio investigates architectural problem solving, design processes, site analysis, form and functional analysis, aesthetic decision making and presentation methodologies. Interpretation of the design idea within precedent, context and contemporary venues is taught. Students give visual and verbal presentations of design work.

ARC 2304C Architectural Design IV AA*4 credits (3 lecture hours, 2 lab hours)*

Prerequisites: ARC 2303C and ARC 2461

Corequisite: ARC 2501

The fourth required design course in a four course sequence is intended to summarize and engage the various foundational skills, abilities and understandings from the previous three design courses. Integration and utilization of the information from the architecture courses will be engaged.

ARC 2461 Materials and Methods of Construction I AA*3 credits (3 lecture hours)*

Introduction to materials and methods of construction with emphasis on wood, masonry, concrete and steel. The evaluation of materials, functional applications and code requirements is stressed. Lab exercises include photographs of representative building systems and components with models. Field trips to building construction sites and fabricating plants are also included.

ARC 2501 Structures AA*3 credits (3 lecture hours)*

Prerequisite: MAC 2233

Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions.

ARH 1000 Art Appreciation AA*3 credits (3 lecture hours)*

Explores important works of the visual arts from the past and present and is designed to provide insights into works of art and meet the needs of the General Education program in the Humanities. Written work: 2,000 words minimum. A grade of C or higher is required for this course to be used as a General Education course.

ARH 2050 Art History I AA*3 credits (3 lecture hours)*

This course provides a study of works of art from prehistoric world through the Renaissance including painting, sculpture, and architecture. Gordon rule writing requirement minimum written work: 2,000 words. A grade of C or higher is required for this course to be used as a General Education course.

ARR 2051 Art History II AA
3 credits (3 lecture hours)

A study of works of art from post-Renaissance through modern including painting, sculpture, and architecture is provided. Gordon Rule writing requirement minimum written work: 2,000 words. A grade of C or higher is required for this course to be used as a General Education course.

ARR 0011 Introduction to Auto Safety and Repair PSAV
50 clock hours

This course is designed to introduce occupational safety and the related federal, state, and local rules and agencies with enforcement responsibility. Industry knowledge will be demonstrated by using a variety of activities to identify parts by name, location and function. A variety of classroom laboratory activities will be utilized to achieve industry standards and safety.

ARR 0020 Automotive Collision Estimating PSAV
100 clock hours

This course is designed to provide instruction in the preparation of comprehensive damage reports, utilizing modern vehicle construction, crash manuals and both computer and non-computer processes. A variety of classroom and laboratory experiences will be designed to meet industry standards and safety.

ARR 0101 Introduction to Automotive Collision Repair and Refinishing I PSAV
175 clock hours

This course is designed to provide opportunities in the different procedures used in preparing vehicles for repair and refinishing. In addition, repair, replacement and adjustments to various parts and panels will be practiced. A variety of classroom and laboratory activities will be utilized to achieve standards and safety.

ARR 0102 Introduction to Automotive Collision Repair and Refinishing II PSAV
175 clock hours

This course is designed to provide learning opportunities in the basics of safe welding, appropriate preparation of surfaces for refinishing and the selection and application of paints and finish coats. A variety of classroom and laboratory activities will be utilized to achieve standards and safety.

ARR 0121 Automotive Refinishing I PSAV
175 clock hours

This course is designed to provide experience in the procedures used for inspecting air make-up; exhaust systems and preparing surfaces mechanically and with the use of chemicals. The proper selection and application of a variety of paints and finishes will be practiced. Classroom and laboratory activities are designed to achieve industry standards and safety.

ARR 0122 Automotive Refinishing II PSAV
150 clock hours

This course is designed to provide a variety of learning experiences in the proper maintenance and operation of spray equipment, including appropriate spray techniques. Included will be the identification of finish defects, their causes and cures. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

ARR 0241 Auto Body Repair I PSAV
175 clock hours

This course is designed to provide experiences in the procedures used to prepare vehicles for repair and refinishing. It will include replacement and adjustment of body panels and a variety of welding operations. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

ARR 0242 Auto Body Repair II PSAV
150 clock hours

This course is designed to provide experience in removal and replacement of trim components, power driven accessories and various mounts suspensions and brake parts. The proper preparation and appropriate use of fiberglass and plastic compounds will be included. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

ARR 0313 Automotive Frame and Body Repair PSAV
150 clock hours

This course is designed to provide instruction in performing structural damage analysis and repair of the vehicle structure. Vehicle set up, measurement and pulling will be emphasized along with procedures for alignment, anchoring, straightening and reinforcement. Instruction will consist of classroom and laboratory activities in accordance with industry standards and safety.

ARR 0960 Employability and Entrepreneurship PSAV
40 clock hours

This course will introduce the major components of obtaining employment and the understanding of entrepreneurship. Major topics will include job search, application, interviewing, economics, business ownership and ethics. Content will relate to the automotive industry.

ARR 0962 Applied Academics PSAV
60 clock hours

This course is designed to prepare students to use and demonstrate written and verbal communication skills. In addition it will include the understanding and application of appropriate math and science principles as required by industry standards.

ART 1100C Crafts I AA
3 credits (2 lecture hours, 2 lab hours)

A survey of arts and crafts pertaining to recreational leadership, mental health programs, occupational therapy and educational programs. Power and hand tools will be used to create projects in clay, wood, paper, fibers and metal. Studio fee required.

ART 1101C Crafts II AA
3 credits (2 lecture hours, 2 lab hours)

In-depth training in a limited number of materials and techniques for crafts, according to the student's individual needs. Studio fee required.

ART 1201C Design Fundamentals AA
3 credits (2 lecture hours, 2 lab hours)

A basic course in visual principles and elements of design emphasizing the vocabulary of art and technical skill in handling art tools for two-dimensional visual creations. Studio fee required. Supply purchase required.

ART 1203C Three-Dimensional Design AA
3 credits (2 lecture hours, 2 lab hours)

This course is an introduction to three-dimensional visual experiences with emphasis on observing reality using the principles of design. Technical skills utilize sculptural media. Studio fee required. Supply purchase required.

ART 1205C Color Design AA
3 credits (2 lecture hours, 2 lab hours)

A transferable studio course which continues the visual elements and principles of composition with emphasis on color theory and the use of color and light in design. Studio fee required. Supply purchase required.

ART 1300C Drawing I AA
3 credits (2 lecture hours, 2 lab hours)

An introductory course in drawing using three-dimensional design principles. Emphasis is on vision and the two-dimensional surface. Technical skills are developed through various graphic media. The use and purpose of illusions, including linear perspective, are explored preparatory to expressive drawing and compositions. Studio fee required. Supply purchase required.

ART 1301C Drawing II AA
3 credits (2 lecture hours, 2 lab hours)

This is an introductory course in figure drawing, with emphasis on anatomy and composition. Drawings exhibit the design concepts learned in ART 1300C. Students develop a sensitivity to the page and ability to employ the use of negative space. Studio fee required. Supply purchase required.

ART 1750C Ceramics I AA
3 credits (2 lecture hours, 2 lab hours)

Introduces basic methods of ceramic production in hand building, wheel throwing and glaze application. May be repeated one time for credit. Studio fee required.

ART 1751C Ceramics II AA
3 credits (2 lecture hours, 2 lab hours)

Continuation of ART 1750C. Kiln stacking, firing and glaze formulation. May be repeated one time. Studio fee required.

ART 2150C Jewelry Design I AA
3 credits (2 lecture hours, 2 lab hours)

An introductory course to jewelry making in which cutting, sawing, soldering, stone setting and centrifugal casting are taught. Students will learn to use specific jewelry making tools and equipment. Studio fees required.

ART 2232C Portfolio Composition AA
3 credits (2 lecture hours, 2 lab hours)

This course covers visualization and presentation of layout and design with emphasis on designing visual advertising programs for companies. Speed and proficiency are goals and the production becomes the basis for an artistic portfolio. Supply purchase required. Studio fee required.

ART 2400C Printmaking I AA
3 credits (2 lecture hours, 2 lab hours)

An introduction to printmaking techniques, including etching, silkscreen, intaglio and relief painting. Plexiglass is used in addition to traditional metal plate printing. Supply purchase required. Studio fee required.

ART 2401C Printmaking II AA
3 credits (2 lecture hours, 2 lab hours)

Students utilize the skills begun in ART 2400C to continue developing design experiences. Printmaking with emphasis on image-making related to printing processes. Consistency in the control of edition publication is stressed while continuing experimentation with design in original thinking. Supply purchase required. Studio fee required. May be repeated twice for credit.

ART 2500C Painting I AA
3 credits (2 lecture hours, 2 lab hours)

Fundamental techniques of painting in water color, acrylic or oil. Projects are designed to provide experience in mixing colors, selection and application to surfaces of various types. Exercises are assigned which expand the thinking of the student as relates to the possibilities of creativity through the paint media. Supply purchase required. Studio fee required.

ART 2501C Painting II AA
3 credits (2 lecture hours, 2 lab hours)

This course is a continuation of ART 2500C with further investigation of expression and composition through technical procedures. Students develop ideas and continue experimentation with painting. Change in the scale of the student paintings is suggested, along with the variety of techniques that may be explored. Supply purchase required. Studio fee required. This course may be repeated twice for credit.

ART 2502C Figure Painting AA
3 credits (2 lecture hours, 2 lab hours)

The use of the human figure as a subject for painting is covered. The course includes development of a representation of the figure, creation of a design using a relatively flat picture plane, abstraction of the figure and creation of a work more dependent on ideas than on illusions of space. Supply purchase required. Studio fee required.

ART 2701C Sculpture I AA
3 credits (2 lecture hours, 2 lab hours)

This advanced course in sculpture develops aesthetic expression through exploration of additive and subtractive procedures in three-dimensional media. Mold-making and casting are included.

ART 2710C Stone Carving AA
2 credits (1 lecture hour, 3 lab hours)

This is an intermediate course in sculpture with an emphasis on stone carving. This course includes evaluation of stone for potential use of points and chisels to rough out an image, using tools to develop the surface, polishing and mounting. Both hand tools and automatic tools are used.

ASC 1101 Aero-Navigation AS
3 credits (3 lecture hours)

Introduction to navigation including piloting, dead reckoning, radio and celestial and use of serial charts, plotters and navigational procedures are provided.

ASC 1210 Aero-Meteorology AS
3 credits (3 lecture hours)

Weather, its hazards, and available FAA services for pilots are presented.

ASC 1310 Aero-Safety and Regulations AS
2 credits (2 lecture hours)

In-depth study of federal aviation regulations and procedures required through the ATP rating. A portion of the time will be spent analyzing aircraft performances related to regulations and safe operating procedures.

ASC 1640 Propulsion Systems AS

3 credits (3 lecture hours)

Theory of engines, engine construction and engine operating procedures. Performance and safe engine operation are emphasized.

ASC 2550 Aerodynamics AS

3 credits (3 lecture hours)

Prerequisite: ATT 1100

Study of physical flight principles including airflow, airfoils and the production of lift and drag as applied to airplane performance, stability and control. Special attention is given to high-speed and hovering flight.

AST 1002 Descriptive Astronomy AA

3 credits (3 lecture hours)

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of astronomy, nebulae and galactic structure. Instruction will include lectures, discussion, and observations. A grade of C or higher is required for this course to be used as a General Education course.

AST 1003 Planetary Astronomy AA

3 credits (3 lecture hours)

Primarily conceptual study of the solar system, including the motions and properties of the Earth, sun, moon and planets, formation of the solar systems and discoveries from recent space missions. Course includes an observational component utilizing small telescopes and computer controlled cameras. A grade of C or higher is required for this course to be used as a General Education course.

AST 1004 Stellar and Galactic Astronomy AA

3 credits (3 lecture hours)

Primarily conceptual study of our sun, other stars, galaxies and the universe, including their formation, evolution and ultimate fate, as well as discoveries from recent space missions. Course includes an observational component utilizing small telescopes and computer-controlled cameras. A grade of C or higher is required for this course to be used as a General Education course.

ATF 1100 Flight-Private AS

3 credits

FAA Private Pilot's License requires a minimum of 40 hours flight time of which at least 10 must be solo flight. This course provides 53 hours of flight time including 3 hours for FAA check ride. Examinations in both flight and ground subjects are given by the FAA.

ATF 1150 Intermediate Flight Lab AS

1 credit

Prerequisite: ATF 1100

This course provides students the flight time necessary to qualify them to apply for the instrument/commercial ratings. Fifty-five hours of flight time are required with specific cross-country, pilot in command and night flying required. Students having adequate flight time logged may apply for credit through experiential learning.

ATF 1600 Basic Flight Simulator AS

1 credit (1 lab hour)

Fifteen (15) class hours are required for FAA credit consisting of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques.

ATF 2200 Flight-Commercial I AS

3 credits (3 lecture hours)

Prerequisite: ATF 1100

Corequisites: ATT 2110

FAA Commercial Pilot's license requires 250 hours of flight time, of which 50 hours can be completed in a FAA-approved flight simulated training device. This course includes 23 hours of flight time, of which 10 hours are in a complex aircraft, 20 hours are dual instruction; also includes 3 solo hours for FAA check ride. Attending a FAA-approved ground and flight school may save some flight hours. The FAA gives examinations in both flight and ground subjects.

ATF 2250 Advanced Flight Lab AS

1 credit (3 lab hours)

Prerequisite: ATF 1150

This course provides students the flight time necessary to qualify them to apply for the commercial rating. Forty-five (45) hours of flight time are required with specific cross-country, pilot in command instrument flight and night flying required. Students having adequate flight time logged may apply for credit through experiential learning.

ATF 2300 Instrument Flight AS

3 credits (3 lecture hours)

Prerequisites: ATF 1100, ATF 1600, ATT 1100, ATT 2120, ATF 2605

Corequisites: ATF 2610, ATT 2120

This course provides the training required to obtain the FAA Instrument Airplane Rating and meets or exceeds the minimum training required by the Federal Aviation Administration. Flight training is provided under simulated or actual instrument conditions. Ground training is provided to meet the FAA aeronautical knowledge training required for this flight test. The FAA/FAA designee gives the flight test necessary to obtain the instrument rating. Examination fees for FAA pilot certification are paid by the student in addition to the course fees.

ATF 2400 Multi-Engine Flight AS

1 credit (13 lab hours)

Prerequisite: ATF 2300

Corequisites or prerequisites: ATF 2200 and ATT 2100 or Commercial Pilots License and equivalent experience

This course provides the flight training required to add the FAA Airplane Multi-Engine Land Rating to an existing Private Pilot or Commercial Pilot Certificate. The FAA/FAA designee gives the flight test necessary to obtain the Airplane Multi-Engine Land rating. Examination fees for FAA pilot certification are paid by the student in addition to the course fees.

ATF 2500 Certified Flight Instructor AS

1 credit (20 lab hours)

Prerequisites: ATF 2200, ATF 2300; or commercial pilot license or equivalent experience and Prerequisite or corequisite ATT 2131

This course provides the training required to obtain the FAA Certified Flight Instructor certificate. Flight training includes methods of instruction for teaching private and commercial pilot maneuvers and complex aircraft maneuvers. Ground training is provided to meet the FAA aeronautical knowledge training required for this flight test. The FAA/FAA designee gives the flight test necessary to obtain the Certified Flight Instructor certificate. Examination fees for FAA pilot certification are paid by the student in addition to the course fees.

ATF 2605 Intermediate Flight Simulator AS

1 credit (1 lab hour)

Prerequisite: ATF 1600 or instructor/chairman approval

Fifteen (15) class hours are required for FAA credit. This course is a continuation of skill-developed simulator flight with emphasis on introduction to navigation systems and problems.

ATF 2610 Advanced Instrument Flight Simulator AS

1 credit (1 lab hour)

Prerequisites: ATF 1600 and ATF 2605 or instructor/chairman approval

Twenty (20) class hours are required for FAA credit. Advanced simulator laboratory designed to develop proficiency in cross-country IFR and approach IFR flight. Twenty (20) hours is creditable toward FAA instrument instruction flight time requirements.

ATF 2691 A-E Instructor Refresher Simulator Laboratory AS

1 credit

Modular course covering simulator instruction for pilots on an individual basis: consists of three-hour simulator modules to improve pilot proficiency in handling instrument flight problems and meeting FAA instrument currency requirements. Requires instructor approval and is offered on demand. Completion of five modules earns one semester hour credit.

ATT 1100 Private Pilot Ground School AS

3 credits (3 lecture hours)

Theory of flight, navigation, meteorology, aircraft performance, and regulations required to prepare for the FAA Private Pilot Written Examination.

ATT 2110 Commercial Pilot Ground School AS

3 credits (3 lecture hours)

Prerequisite: ATT 1100

This course includes basic aerodynamics, advanced airplane performance, airplane systems and power plants, aviation weather, FARs, navigation, flight operations, aeromedical factors, aeronautical decision making, cockpit resource management and multi-engine airplane operation. It prepares the student for the FAA Commercial Pilot Written Examination and the multi-engine airplane rating.

ATT 2120 Instrument Ground School AS

3 credits (3 lecture hours)

Prerequisite: ATT 1100

Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. This course provides preparation for FAA instrument examination.

ATT 2131 Flight Instructor Ground School AS

2 credits (2 lecture hours)

Prerequisite: ATF 2300 or ATF 2200

This course introduces the student to fundamentals of flight instruction. It includes information on the learning process, effective teaching methods, critique and evaluation, lesson plans and psychological behavior. The course prepares the student for the FAA Fundamentals of Instructing Written Test and the Flight Instructor Airplane Written Examination.

AVM 2010 Aerospace and Air Travel AS

3 credits (3 lecture hours)

Prerequisite: ATT 1100 or approval of instructor

Study of passenger movement, airfreight, and airline operations, including financing, personnel, training, procurement of equipment, public relations and other problems related to air carriers and contractors.

BCA 0470 Fire Sprinkler Apprenticeship I (Fall) PSAV

72 clock hours

This course provides an introduction to the Fire Sprinkler Fitter Trade and introduces workplace safety, materials, common tools, pipe hangers, supports, restraints, guides, threaded steel piping systems and fittings for the first semester apprentice.

BCA 0471 Fire Sprinkler Apprenticeship II (Spring) PSAV

72 clock hours

This course continues the introduction to the Fire Sprinkler Fitter Trade and identifies and describes metal, plastic, copper tube and underground pipe systems, tools, classifications, fitting, joining and handling methods for the second semester apprentice.

BCA 0472 Fire Sprinkler Apprenticeship III (Fall) PSAV

72 clock hours

This course provides a basic understanding of the various types of fire sprinkler systems, their usage, and installation with O.S.H.A. and C.P.R. instruction for the third semester apprentice.

BCA 0473 Fire Sprinkler Apprenticeship IV (Spring) PSAV

72 clock hours

This course identifies and describes the purpose and operation of wet fire sprinkler systems and dry pipe systems for the fourth semester apprentice.

BCA 0474 Fire Sprinkler Apprenticeship V (Fall) PSAV

72 clock hours

This course provides an understanding of the planning and design of fire sprinkler systems and the mathematics used to perform sprinkler system design and installation for the fifth semester apprentice.

BCA 0475 Fire Sprinkler Apprenticeship VI (Spring) PSAV

72 clock hours

This course continues the planning and design of the fire sprinkler system with emphasis on supply systems for the sixth semester apprentice.

BCA 0476 Fire Sprinkler Apprenticeship VII (Fall) PSAV

72 clock hours

This course provides an understanding of special extinguishing systems, their design and inspection for the seventh semester apprentice.

BCA 0477 Fire Sprinkler Apprenticeship VIII (Spring) PSAV

72 clock hours

The course continues special extinguishing systems with basic hydraulic concepts, system design and hydraulic calculations. An introduction to foremanship, documentation and tracking is included for the eighth semester apprentice.

BCA 0480 R Fire Sprinkler Apprentice Coop I PSAV

273 clock hours

This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0481 R Fire Sprinkler Apprentice Coop II PSAV

300 clock hours

This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0482 R Fire Sprinkler Apprentice Coop III PSAV
273 clock hours

This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0483 ■ Fire Sprinkler Apprentice Coop IV PSAV
300 clock hours

This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0484 R Fire Sprinkler Apprentice Coop V PSAV
273 clock hours

This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0485 R Fire Sprinkler Apprentice Coop VI PSAV
300 clock hours

This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0486 R Fire Sprinkler Apprentice Coop VII PSAV
273 clock hours

This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0487 R Fire Sprinkler Apprentice Coop VIII PSAV
300 clock hours

This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0520 Glazing Apprenticeship I PSAV
72 clock hours

This course provides general jobsite safety, emergency procedures including first aid and CPR, ergonomics, math and trade terminology review and labor history for indentured apprentices in the glazing trade.

BCA 0521 Glazing Apprenticeship II PSAV
72 clock hours

This course provides instruction in the identification, use and care of trade tools, glass handling techniques, communication and employability skills for the indentured apprentice in the glazing trade.

BCA 0522 Glazing Apprenticeship III PSAV
72 clock hours

This course provides instruction in advanced glass recognition and uses and includes an introduction to glass replacement for the indentured apprentice in the glazing trade.

BCA 0523 Glazing Apprenticeship IV PSAV
72 clock hours

This course provides instruction in Safety Glazing Codes, introduction to door usage and recognition, mirrors, and safety refresher for the indentured apprentice in the glazing trade.

BCA 0524 Glazing Apprenticeship V PSAV
72 clock hours

This course provides instruction in transits and leveling instruments, ribbon systems, curtain wall recognition and usage for the indentured apprentices in the glazing trade.

BCA 0525 Glazing Apprenticeship VI PSAV
72 clock hours

This course provides instruction in Structural Glazing Systems, Rigging and Hoisting, and Sealants for the indentured apprentice in the glazing trade.

BCA 0526 Glazing Apprenticeship VII PSAV
72 clock hours

This course provides instruction in Foremanship Training, Shop Drawing, and Blueprint Reading for the indentured apprentice in the glazing trade.

BCA 0527 Glazing Apprenticeship VIII PSAV
72 clock hours

This course provides continued instruction in Blueprint Reading, Transfer Field Dimensions, Calculations, and Advanced Welding for the indentured apprentice in the glazing trade.

BCA 0530 ■ Glazing Apprenticeship Cooperative I PSAV
273 clock hours

This course is designed to provide first year apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0531 ■ Glazing Apprenticeship Cooperative II PSAV
300 clock hours

This course is designed to provide first year apprenticeship students in summer term with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0532 ■ Glazing Apprenticeship Cooperative III PSAV
273 clock hours

This course is designed to provide second year apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0533 R Glazing Apprenticeship Cooperative IV PSAV
300 clock hours

This course is designed to provide second year apprenticeship students in summer term with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0534 ■ Glazing Apprenticeship Cooperative V PSAV
273 clock hours

This course is designed to provide third year apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0535 ■ Glazing Apprenticeship Cooperative VI PSAV
300 clock hours

This course is designed to provide second year apprenticeship students in summer term with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0536 ■ Glazing Apprenticeship Cooperative VII PSAV
273 clock hours

This course is designed to provide first year apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0537 ■ Glazing Apprenticeship Cooperative VIII PSAV
300 clock hours

This course is designed to provide third year apprenticeship students in summer term with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCN 1210 Building Construction Materials AS
3 credits (3 lecture hours)

Course covers sources, properties, and uses of construction materials.

BCN 1272 Plans Interpretation AS
3 credits (3 lecture hours)

Develops ability to read and interpret working drawings and specifications used in the construction industry.

BCN 2220 Construction Materials and Methods AS
3 credits (3 lecture hours)

Construction methods are analyzed and classified. Developments in new materials and systems are discussed with emphasis on applications and future trends in South Florida. Some construction experience preferred.

BCN 2253C Architectural Drafting AS
3 credits (1 lecture hour, 5 lab hours)

Prerequisite: ETD 1100C or equivalent
Corequisites: BCN 1210

Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs, and openings in masonry and wooden structures. Application is made through projects.

BCN 2941 Building Construction Experience AS
4 credits (4 lecture hours)

Credit will be given those documenting four years experience toward journeyman-level tradesmanship.

BCT 1600 Advanced Construction Estimating AS
3 credits (3 lecture hours)

This is an analysis and determination of building construction costs. It commences with the classification of materials, labor, and subcontracted work into the smallest manageable units; estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings; and including indirect and overhead costs, the preparation of bid proposals and related documents.

BCT 1743 Construction Law AS
3 credits (3 lecture hours)

Legal aspects of construction contracts and the responsibilities arising from field operations including relationship of general contractor to owner, architect and subcontractor, material, men and mechanics lien law; bonds; labor law; OSHA; workmen's compensation; taxes; and other statutes and ordinances regulating contractors.

BCT 1750 Construction Finance AS
3 credits (3 lecture hours)

Building construction financing and related contract requirements includes construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provision, cost extras, performance and bid bonds, company profits, cash flow, business loans and insurance.

BCT 2705 Construction Supervision Procedure AS
3 credits (3 lecture hours)

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel and technical and professional individuals includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership and incentive.

BCV 0800 Painter Apprenticeship I PSAV
78 clock hours

Course provides general jobsite safety, emergency procedures including first aid and CPR, ergonomics, math and trade terminology review, labor history.

BCV 0801 Painter Apprenticeship II PSAV
126 clock hours

Course continues with trade tools, identity, use, and care. This course provides an introduction to respiratory protection and a pulmonary function test and employability skills.

BCV 0802 Painter Apprenticeship III PSAV
78 clock hours

Course provides identification and use of materials of the trade. This course provides an introduction to color mixing and matching and relationship to decorating.

BCV 0803 Painter Apprenticeship IV PSAV
126 clock hours

Course provides identification and use of ladders and scaffolding. This course provides an introduction to decorative applications.

BCV 0804 Painter Apprenticeship V PSAV
78 clock hours

Course covers surface preparation and coating applications.

BCV 0805 Painter Apprenticeship VI PSAV
126 clock hours

Course covers surface preparation and coating applications and blueprint reading.

BCV 0806 Painter Apprenticeship VII PSAV
78 clock hours

Course covers wall-covering application.

BCV 0807 Painter Apprenticeship VIII PSAV
126 clock hours

Course covers advanced decorative applications, drywall operations and entrepreneurship.

BCV 0811 Carpentry Apprenticeship I PSAV
90 clock hours

Demonstrate basic knowledge of the construction industry, including shop, occupational and employability skills, characteristics of lumber, proper handling and storage of materials, basic mathematics and science skills for carpentry. Utilize hand and power tools, read blueprints, set up and use a transit and builder's level, perform site preparation, form construction and layout activities. Demonstrate knowledge of structural shoring.

BCV 0812 Carpentry Apprenticeship I PSAV

90 clock hours

Read, understand, and interpret C.F.R. 1926 Subpart L (scaffold regulations). Scaffold qualification, basic mathematics for carpentry, communication skills, basic science and employability skills. Tie knots and explain basic rigging equipment. Solve basic math problems. First Aid/CPR.

BCV 0813 Carpentry Apprenticeship III PSAV

90 clock hours

All aspects of commercial, residential, and industrial wood framing are presented.

BCV 0814 Carpentry Apprenticeship IV PSAV

90 clock hours

Demonstrate knowledge in structural metal stud construction.

BCV 0815 Carpentry Apprenticeship V PSAV

90 clock hours

Interior systems, metal studs, drywall hanging and finishing, acoustical ceilings and computer floors.

BCV 0816 Carpentry Apprenticeship VI PSAV

90 clock hours

Door hanging and adjusting, finished hardware installation, interior, and exterior wood and concrete stairs are presented.

BCV 0817 Carpentry Apprenticeship VII PSAV

90 clock hours

Blueprint reading estimating. Advanced molding installation in difficult situations.

BCV 0818 Carpentry Apprenticeship VIII PSAV

90 clock hours

Machine woodworking and cabinetry are presented.

BCV 0820 Tile Setter Apprenticeship I PSAV

78 clock hours

This course provides an introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use care and effective safe handling of tools and apparatus commonly used in tile setting.

BCV 0821 Tile Setter Apprenticeship II PSAV

126 clock hours

This course is a continuation of the first semester course and provides instruction in proper tile setting materials, as well as the safe handling of additional tools and apparatus commonly used in tile setting.

BCV 0822 Tile Setter Apprenticeship III PSAV

78 clock hours

This course is a mid-level training course for students who are in their second year of tile setting apprenticeship. It provides continued development in the application of tile setting on walls, as well as the appropriate use of measurement and levels.

BCV 0823 Tile Setter Apprenticeship IV PSAV

126 clock hours

This course is a mid-level training course for students who are in their second year, second semester of tile setting apprenticeship. It introduces the students to building a curb and floating a shower floor, setting tile with glue or mastic, grouting tile of different widths, laying out and setting large tile with accuracy and cleaning of tile with solutions. Continued development will be provided in the appropriate methods of measurement and levels, as well as keeping walls level and plumb.

BCV 0824 Tile Setter Apprenticeship V PSAV

78 clock hours

This course is an advanced training course for students who are in their third year of tile setting apprenticeship. It provides advanced skill development in tile setting, as well as blueprint reading and estimating. Instruction in Red Cross first aid will be provided.

BCV 0825 Tile Setter Apprenticeship VI PSAV

126 clock hours

This course is for advanced tile setting apprentices who are in their third year, second semester. It provides advanced skill development in tile setting including cutting and installing marble on walls and floors, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman tile setter.

BCV 0842 Bricklayer Apprenticeship I PSAV

78 clock hours

This course provides an introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use, care, and effective safe handling of tools and apparatus commonly used in bricklaying.

BCV 0843 Bricklayer Apprenticeship II PSAV

126 clock hours

This course is a continuation of the first semester course and provides instruction in the mix and use of mortar with application to brick; instruction in trade building materials, as well as the safe handling of additional tools and apparatus commonly used in bricklaying.

BCV 0844 Bricklayer Apprenticeship III PSAV

78 clock hours

This course is a mid-level training course for students who are in their second year of bricklaying apprenticeship. It provides continued development in bricklaying, as well as the appropriate use of masonry tools, measurement and levels and the proper mix and use of bonds.

BCV 0845 Bricklayer Apprenticeship IV PSAV

126 clock hours

This course is a mid-level training course for students who are in their second year, second semester of bricklaying apprenticeship. It introduces the students to bricklaying on reinforced walls, cavity walls with wall ties, as well as the cutting and laying of a bonded flat arch. Continued development will be provided in the appropriate methods of measurement and levels.

BCV 0846 Bricklayer Apprenticeship V PSAV

78 clock hours

This course is an advanced training course for students who are in their third year of bricklaying apprenticeship. It provides advanced skill development in bricklaying, as well as blueprint reading and construction site building lines. Instruction in first aid will be provided.

BCV 0847 Bricklayer Apprenticeship VI PSAV

126 clock hours

This course is for advanced bricklaying apprentices who are in their third year, second semester. It provides advanced skill development in bricklaying, including building chimneys, fireplaces, arches, groins and columns, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman bricklayer.

BCV 0850 Plumber Apprenticeship I PSAV

(First Year - Term A) PSAV

72 clock hours

Term A covers the essentials of law and careers related to plumbing, tools, pipes and fittings used in plumbing installation, safety and hazardous materials training and review of basic mathematics and sciences applied to the plumber's trade.

BCV 0852 Plumber Apprenticeship II PSAV

(First Year - Term B) PSAV

72 clock hours

Continues first year of apprenticeship program with an overview of installation practices of plumbing fixtures, faucets and valves. First aid, occupational safety and health, blueprint reading, and sketching are covered.

BCV 0853 Plumber Apprenticeship III PSAV

(Second Year - Term A) PSAV

72 clock hours

Begins second year of program. Classroom instruction continues plumbing installation techniques including water pipes, distribution systems, water heaters, sewage, and drainage fixtures are covered. Applied mathematics continues to build on concepts covered in the first-year courses.

BCV 0854 Plumber Apprenticeship IV PSAV

(Second Year - Term B) PSAV

72 clock hours

Continues the second year of the program. Welding techniques and safety are continued from the previous course including soldering, brazing and cutting, metal-arc and oxy-acetylene welding and pipe tacking. Plumbing installation techniques are continued covering sewage pumps and ejectors, venting and hangers. The scientific concepts of water and water pressure are related to plumbing. Rigging and hoisting techniques and safety are reviewed.

BCV 0855 Plumber Apprenticeship V PSAV

(Third Year - Term A) PSAV

72 clock hours

Begins the third year of the program. Introduces residential and commercial installation of plumbing fixtures and appliances, more on mathematical concepts commonly used by plumbers and emphasis on gas codes for installation, inspection and testing.

BCV 0856 Plumber Apprenticeship VI PSAV

(Third Year - Term B) PSAV

72 clock hours

Covers further topics in applied mathematics including calculations of tank capacities, volume and weight of water, sizing storm drains and piping expansion. Advanced applied scientific topics include heat transfer, basic electricity, electric current, electrical safety and electrical troubleshooting. Advanced structural blueprint reading including floor plans, site plans, plumbing, electrical, HVAC, and detail plans.

BCV 0857 Plumber Apprenticeship VII PSAV

(Fourth Year - Term A) PSAV

72 clock hours

Fourth-year course in the program begins repair and servicing of residential, commercial, institutional and industrial fixtures and piping systems. Mathematical concepts are advanced using formulas and tables to calculate pipe and system sizing. Heating systems are covered including hot water boilers, steam boiler, hydronic, warm air, solar and humidification systems.

BCV 0858 Plumber Apprenticeship VIII PSAV

(Fourth Year - Term B) PSAV

72 clock hours

Final semester in the four-year program continues the science applications related to pumps and pump repair and maintenance. Advanced blueprint reading, sketching and material take-off and estimates are covered. Plumbing codes are emphasized including regulations regarding sanitary drainage systems, medical facility plumbing, private sewage disposal, portable water supply pumps for mobile homes and trailer parks.

BCV 0859 Plumber Apprenticeship IX PSAV

(Fifth Year - Term A) PSAV

72 clock hours

This course provides related certification for backflow test and repair. Also skills taught for medical gas installer, brazier and nuclear valve technician. This course provides job foreman and leadership training.

BCV 0860 Plumber Apprenticeship X (Fifth Year - Term B) PSAV

72 clock hours

This course provides continued related certification for backflow testing and repair. Also skills training for medical gas installer and nuclear valve technician are covered. The course provides further training for job foreman and leadership.

BCV 0871 Apprenticeship in Residential Wiring I PSAV

(First Year - First Course) PSAV

72 clock hours

This course provides an introduction to general jobsite safety, emergency procedures including first aid and CPR, proper tool identification and use, basic rigging and digging techniques and introduction to construction blueprints and basic shop math.

BCV 0872 Apprenticeship in Residential Wiring II PSAV

(First Year - Second Course) PSAV

72 clock hours

This course provides an introduction to the National Electrical Code (NEC) and its application to residential wiring. An understanding of the various types of standard and special circuits and wiring load calculation and installation techniques will be included. Selection of conduit, wire, boxes, and cable trays are emphasized.

BCV 0873 Apprenticeship in Residential Wiring III PSAV

(Second Year - Second Course) PSAV

72 clock hours

This course provides an introduction to AC theory, AC circuits, single and three phase circuits and systems. Generation of AC power, transformers, various AC motors will also be examined. This is the third course in the apprenticeship sequence.

BCV 0874 Apprenticeship in Electrical Wiring IV PSAV

(Second Year - Second Course) PSAV

72 clock hours

This course provides theory of basic DC circuits as applied to residential wiring and controls. Math concepts and theory for Ohm's Law, Watts' Law and introduction to Kirchhoff's Laws are covered. Series and parallel circuits, magnetism, DC motors/generators and controls are covered. This is the fourth course in the apprenticeship sequence.

BCV 0875 Apprenticeship in Electrical Wiring V PSAV

(Third Year - First Course) PSAV

72 clock hours

This course is first part of a two-course sequence dealing with building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings.

BCV 0876 Apprenticeship in Electrical Wiring VI

(Third Year - Second Course) PSAV

72 clock hours

This course is second part of a two-course sequence dealing with building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings.

BCV 0877 Apprenticeship in Electrical Wiring VII PSAV

72 clock hours

This course is the first part of a two-course sequence dealing with the general principles of motor control and maintenance and AC/DC theory as it relates to motor. This is the seventh course in the apprenticeship sequence.

BCV 0878 Apprenticeship in Electrical Wiring VIII

(Fourth Year - Second Course) PSAV

72 clock hours

This course is the second part of a two-course sequence dealing with the general principles of motor control and maintenance and AC/DC theory as it relates to motors. This course includes an in-depth review of electrical theory and calculations. This is the eighth course in the apprenticeship sequence.

BCV 0879 Electrical Apprenticeship IX PSAV

72 clock hours

This program provides an introduction to fire alarm systems, applications, installation and codes and standards. This course provides an introduction to instrumentation, process control, telephone wiring, and high voltage testing.

BCV 0880 Electrical Apprenticeship X PSAV

72 clock hours

This program provides an introduction to air conditioning/refrigeration fundamentals, installation of basic security systems, installing and proper use of programmable controllers, also included; applying the NEC for code calculations.

BCV 0881 Plasterer Apprenticeship I PSAV

78 clock hours

This course provides an introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use care and effective safe handling of tools and apparatus commonly used in plastering.

BCV 0891 Plasterer Apprenticeship II PSAV

126 clock hours

This course is a continuation of the first semester course and provides instruction in proper plastering bases, as well as the structure and preparation of materials; instruction in trade building materials, as well as the safe handling of additional tools and apparatus commonly used in plastering.

BCV 0892 Plasterer Apprenticeship III PSAV

78 clock hours

This course is a mid-level training course for students who are in their second year of plastering apprenticeship. It provides continued development in the application of plastering finishes, as well as the appropriate use of measurement and levels.

BCV 0893 Plasterer Apprenticeship IV PSAV

126 clock hours

This course is a mid-level training course for students who are in their second year, second semester of plastering apprenticeship. It introduces the students to lime putty mix, applying a finish coat, building and veneering a three-sided booth and building and brown-coating a three-sided booth. Continued development will be provided in the appropriate methods of measurement and levels, as well as keeping walls level and plumb.

BCV 0894 Plasterer Apprenticeship V PSAV

78 clock hours

This course is an advanced training course for students who are in their third year of plastering apprenticeship. It provides advanced skill development in plastering, as well as blueprint reading and estimating. Instruction in Red Cross first aid will be provided.

BCV 0895 Plasterer Apprenticeship VI PSAV

126 clock hours

This course is for advanced plastering apprentices who are in their third year, second semester. It provides advanced skill development in plastering including cut brick and imitation stone, making templates for lime putty cornices and projects, application of interior and exterior plastering on all surfaces, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman plasterer.

BCV 0940 Plumber Apprenticeship Co-op I PSAV

273 clock hours

A coordinated work-study program reinforcing the educational and professional growth of students through parallel involvement in classroom studies and field experience is provided. Students and their coordinator determine the objectives for the on-the-job assignment. Students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

BCV 0941 R Plumber Apprenticeship Co-op II PSAV

300 clock hours

Continues the field experience part of the Plumber Apprenticeship program. A directed work-study program, same as BCV 0940 R.

BCV 0942 R Plumber Apprenticeship Co-op III PSAV

273 clock hours

Continues the field experience of students in the Plumber Apprenticeship program. Coordinated, directed work-study objectives emphasize work safety in caulking cast iron pipe.

BCV 0943 Plumber Apprenticeship Co-op IV PSAV

300 clock hours

Completes the second year of the Plumber Apprenticeship program. It continues the directed work-study experience of the apprenticeship introducing drainage piping and blueprint reading and layout.

BCV 0944 R Plumber Apprenticeship Co-op V PSAV

273 clock hours

Continues the Plumber Apprenticeship program. Venting, pipe cutting, reaming, threading and flanging are taught including use of power tools and safety.

BCV 0945 Plumber Apprenticeship Co-op VI PSAV

300 clock hours

Continues the Plumber Apprenticeship program by providing directed work-study experience in hot and cold water systems in domestic installations.

BCV 0946 Plumber Apprenticeship Co-op VII PSAV

273 clock hours

Continues the directed work-study portion of the Plumber Apprenticeship program with emphasis on gas systems applications, safety, and code requirements.

BCV 0947 Plumber Apprenticeship Co-op VIII PSAV

300 clock hours

Final directed work-study sequence in the four-year Plumber Apprenticeship program. This course trains the student in single fixture and water heater systems installation.

BCV 0948 Plumber Apprenticeship Co-op IX PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0949 Plumber Apprenticeship Co-op X PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0950 Electrical Apprenticeship Co-op I PSAV

273 clock hours

This is a coordinated work-study program that reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

BCV 0951 R Electrical Apprenticeship Co-op II PSAV

300 clock hours

This course continues the field experience part of the Electrical Apprenticeship program. It is a coordinated, directed work-study program reinforcing classroom instruction in the electrical trade. The student and field coordinator determine the objectives for the on-the-job assignment and the student is evaluated according to the objectives.

BCV 0952 Electrical Apprenticeship Co-op III PSAV

273 clock hours

This is a coordinated work-study program that reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

BCV 0953 R Electrical Apprenticeship Co-op IV PSAV

300 clock hours

This course continues the field experience part of the Electrical Apprenticeship program. It is a coordinated, directed work-study program reinforcing classroom instruction in the electrical trade. The student and field coordinator determine the objectives for the on-the-job assignment and the student is evaluated according to the objectives.

BCV 0954 R Electrical Apprenticeship Co-op V PSAV

273 clock hours

This course continues the third year of the Electrical Apprenticeship work-study experience by providing work experience in installing and servicing commercial wiring systems. Field activities are coordinated with classroom activities to provide students the opportunity to apply their knowledge and gain hands on skills. (Repeatable two terms)

BCV 0955 R Electrical Apprenticeship Co-op VI PSAV

300 clock hours

This course continues the Electrical Apprenticeship OJT experiences over the summer when classroom training is not offered.

BCV 0956 Electrical Apprenticeship Co-op VII PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once each grading period.

BCV 0957 R Electrical Apprenticeship Co-op VIII PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once each grading period.

BCV 0958 R Electrical Apprenticeship Co-op IX PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0959 R Electrical Apprenticeship Co-op X PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0960 Bricklayer Apprenticeship Co-op I

(First Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

COURSE DESCRIPTIONS

300 clock hours

273 clock hours

300 clock hours

273 clock hours

300 clock hours

273 clock hours

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2003 - 2004 | Palm Beach Community College

BCV 0986 ■ Tile Setter Co-op V (Third Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0987 ■ Tile Setter Apprenticeship Co-op VI

(Third Year - Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0988 R Painter Apprenticeship Co-op I PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0989 R Painter Apprenticeship Co-op II PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0990 R Painter Apprenticeship Co-op III PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0991 R Painter Apprenticeship Co-op IV PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0992 ■ Painter Apprenticeship Co-op V PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0993 ■ Painter Apprenticeship Co-op VI PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0994 R Painter Apprenticeship Co-op VII PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0995 ■ Painter Apprenticeship Co-op VIII PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BOT 1010 General Botany I AA

3 credits (3 lecture hours)

Corequisite: BOT 1010L

Introductory survey of the plant kingdom with emphasis on phylogenetic relationships includes cytology, morphology, anatomy, physiology and economic importance of plants. A grade of C or higher is required for this course to be used as a General Education course.

BOT 1010L General Botany I Laboratory AA

1 credit (2 lab hours)

Corequisite: BOT 1010

Laboratory exercises correlating topics of the lecture. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1005 Concepts in Biology AA

3 credits (3 lecture hours)

For non-science and elementary education majors only. This course is designed to give students an understanding of the major biological concepts. Lectures and discussions focus on how and understanding of biological concepts is relevant to environmental, social and ethical issues. A grade of C or higher is required for this course to be used as a General Education course. Note: This course cannot be used to satisfy degree requirements by students who already have credit in BSC 1010.

BSC 1010 Principles of Biology AA

3 credits (3 lecture hours)

Corequisite: BSC 1010L

An introduction to biology, cellular biology, biochemistry, genetics, and evolution is provided. This course is intended for science and pre-professional majors. A grade of C or higher is required for this course to be used as a General Education course. Students planning to take BSC 1011 and BSC 1010L should take both BSC 1010 and BSC 1010L.

BSC 1010L Principles of Biology Laboratory AA

1 credit (2 lab hours)

Prerequisites or Corequisites: BSC 1010 or BSC 1005

Laboratory studies in biochemistry, physiology, genetics, and histology are provided. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1011 Principles of Biology II AA

3 credits (3 lecture hours)

Prerequisites: BSC 1010 and BSC 1010L

Corequisite: BSC 1011L

This course is the second of a two-semester sequence introducing science and pre-professional majors to biological principles including a study of the five kingdoms, population dynamics and ecology. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1011L Principles of Biology II Lab AA

1 credit (3 lab hours)

Prerequisites: BSC 1010 and BSC 1010L

Corequisites: BSC 1011

This course is the laboratory component of the second of a two-semester sequence introducing science and pre-professional majors to biological principles including the five kingdoms, population dynamics and ecology. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1050 Environmental Conservation AA

3 credits (3 lecture hours)

This course examines man's role in modifying the natural environment. Students examine ecological problems and opportunities. Field trips and projects may be required. A grade of C or higher is required for this course to be used as a General Education course. Honors sections available.

BSC 1050 Honors Environmental Conservation AA

3 credits (3 lecture hours)

Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCEPPT (CPT) - 97 Reading and 100 Writing

Honors components included in this course version.

BSC 1085 Anatomy and Physiology I AA

3 credits (3 lecture hours)

Corequisite: BSC 1085L

An introduction to the structure and functions of the human body is provided. Topics include chemistry, histology, and study of the integumentary, skeletal, muscular and nervous systems. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1085L Anatomy and Physiology I Lab AA

1 credit (3 lab hours)

Corequisite: BSC 1085

This laboratory accompanies BSC 1085. This course provides an introduction to the structure and functions of the human body. Topics cover histology and study of the integumentary, skeletal, muscular and nervous systems. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1086 Anatomy and Physiology II AA

3 credits (3 lecture hours)

Prerequisite: BSC 1085, BSC 1085L

Corequisites: BSC 1086L

A continuation of BSC 1085, the circulatory, endocrine, digestive, excretory, respiratory, and reproductive systems of the body are studied. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1086L Anatomy and Physiology II Lab AA

1 credit (3 lab hours)

Prerequisites: BSC 1085 and BSC 1085L

Corequisites: BSC 1086

This laboratory accompanies BSC 1086. It is an introduction to the structure and functions of the human body. Topics cover histology and study of digestive, cardiovascular, respiratory, urinary, and reproductive systems. A grade of C or higher is required for this course to be used as a General Education course.

BUL 2241 Business Law I AA

3 credits (3 lecture hours)

This is an introductory course on the fundamental concepts of law in society and the business environment. Topics include state and federal court systems, common statutory law, administrative procedures and constitutional law with emphasis on torts, contracts, bailments, and sales (warranties and liabilities).

BUL 2242 Business Law II AA

3 credits (3 lecture hours)

Continuation of BUL 2241 includes negotiable instruments (checks, drafts and notes), principal and agent, business associations (including proprietorships, partnerships and corporations), debtor-creditor relationships and real and personal property.

CCJ 1010 Introduction to Criminology AA

3 credits (3 lecture hours)

Examines four interrelated areas: (1) history of criminology/development of criminology; (2) causes of criminal behavior; (3) ways of defining and measuring crime and criminality; (4) methods for testing, examining, construction and criticizing criminological theories.

CCJ 1020 Administration of Criminal Justice AA

3 credits (3 lecture hours)

Overview of the system of administration of justice with emphasis on due process, justice, and constitutional guarantees and civil rights of citizens and prisoners at various levels.

CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner AA*3 credits (3 lecture hours)*

This course provides a study of the nature and peculiarities of human behavior in direct relation to crime and delinquency with emphasis on how behavior relates to the duties and responsibilities of criminal justice practitioners in a democratic society.

CCJ 2500 Juvenile Delinquency AA*3 credits (3 lecture hours)*

An introduction to causes and treatment of juvenile delinquency is provided. The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures; methods in delinquency control; and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures.

CCJ 2940C Criminology Justice Intern Program AA*4 credits (1 lecture hour, 9 lab hours)*

Prerequisite: Sophomore students or others, determined by the instructor, based on course work or experience

Examines the functions and operations of local criminal justice agencies. Placements are available with police, courts and correctional agencies. Participants will be assigned, supervised and evaluated by the instructor and agency personnel.

CDO 0100 Tractor Trailer Driver Training (CDLA) PSAV*160 clock hours*

The purpose of this course is to educate and prepare an individual, who has no previous tractor-trailer driving experience, for entry-level employment within the truck driving/transportation industry. Completion of this program will enable the student to obtain a Florida Commercial Driver's License A/B. Class A vehicle. A class A vehicle is defined as any combination of vehicles with a gross weight rating (GVWR) of 26,001 pounds or more provided the GVWR of the vehicle(s) being towed is more than 10,000 pounds.

CDO 0200 Truck and Bus Driver Training (CDL B) PSAV*120 clock hours*

The purpose of this course is to prepare students for a Florida Commercial Driver's License (CDL) for Class B. (Vehicle description-any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more or any such vehicle towing a vehicle with a GVWR of 10,000 pounds or less). This course is 120 hours in length. The course will cover driving safely, transporting cargo and/or passengers, air brakes and hazardous materials.

CEN 1300 Windows Administration AS*3 credits (3 lecture hours)*

Teaches skills necessary for administration of Windows operating systems installation. Includes configuring the system, setting up users, assigning permissions, and setting up printers.

CEN 2503 Local Area Networks AS*3 credits (3 lecture hours)**Prerequisite: CEN 2522*

This course is designed to provide the basics of managing a network operating system. Fundamental LAN concepts and strategies are explored.

CEN 2504 Wide Area Networks AS*3 credits (3 lecture hours)**Prerequisite: CEN 2522*

This course enhances network management skills of network administrators. Telecommunications services and concepts are examined to include duplexing, tariffs, carriers, and analog networks.

CEN 2507 TCP/IP and Network Administration AS*3 credits (3 lecture hours)**Prerequisite: CEN 2522*

This course covers the tasks and develops skills necessary to create a solid strategy and design implementation and installation of local and wide area networks. Integration of popular network protocols is studied.

CEN 2522 Network Technologies AS*3 credits (3 lecture hours)*

This course includes the basic concepts of networking including transmission media, the OSI model, protocols and relationships between the parts of the network.

CEN 2524 Network Service and Support AS*3 credits (3 lecture hours)**Prerequisite: CEN 2522*

This course provides the skills to prevent, diagnose and resolve hardware-related problems in a network operating system.

CET 1123C Microprocessors AS*4 credits (3 lecture hours, 2 lab hours)**Prerequisite: CET 2112C*

A comprehensive introduction to microprocessors and microprocessor based systems. Practical applications of the principles, ideas, and techniques presented will be emphasized. Lab work will include experiments featuring input and output ports, logic and arithmetic operations, interrupts and bus signals.

CET 1171C Computer Maintenance and Repair AS*3 credits (2 lecture hours, 2 lab hours)*

This course is designed to give the student hands on experience working with PCs. It will provide the student experience with the various techniques and procedures used to troubleshoot a microcomputer, and assist the student in preparing for the A+ Core Service Certification Examination.

CET 2112C Logic Circuits AS*4 credits (3 lecture hours, 2 lab hours)*

This course is a study of digital devices and systems included in SSI and MSI technology. Topics include number system; binary arithmetic; Boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, OR, NOT, NAND and NOR gates and FFs; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory.

CGS 0003 Microcomputer Fundamentals PSAV*45 clock hours*

The purpose of this course is to enhance the student skills in electronic office procedures and office software programs. This course will introduce students to computer hardware and equipment. E-mail, Internet, and computer ethics will also be covered.

CGS 0100 Software Application I PSAV*200 clock hours*

This course is an introduction to software applications in the areas of word processing, databases, accounting, spreadsheets, desktop publishing and presentations. The course prepares students to test for proficient level mouse certification in Word97 and Excel97. Introduction to the history, use and ethics of the Internet and use of e-mail systems are presented.

CGS 0103 Software Applications II PSAV*200 clock hours*

This course covers the advanced features of software applications in the areas of word processing, databases, accounting, spreadsheets, desktop publishing and presentations the course prepares students to test for expert level mouse certification in Word97, Excel97, Access97, and PowerPoint97. Internet software, protocols, diagnosing internet user problems and Web page production are presented. Topics will also include selection of the appropriate software for the task and installing and configuring software packages.

CGS 0250 A+ Certification PSAV*100 clock hours*

This course is an introduction to computer hardware and networking concepts. The operation and maintenance of hardware components as well as installing and customizing operating systems and interpreting error messages are covered. This course is designed to teach the skills necessary to prepare students to take the A+ Certification exams. Networking applications and topologies are introduced.

CGS 0251 Computer User Support PSAV*100 clock hours*

This course places the student in a simulated work environment to gain experience in Performing pc support specialist functions and responsibilities. Upon completion of this Course, the student will have met industry standards for employment as a PC support specialist.

CGS 0949 PC Support Specialist Externships PSAV*100 clock hours*

This externship places the student in a pc support business office to gain practical experience in performing pc support services and responsibilities. Upon completion of this course, the student will have met industry standards for employment as a pc support specialist.

CGS 1060 PC Starter AS*1 credit (1 lecture hour)*

Introduces the computer novice to the personal computer (PC) designed to familiarize students with the keyboard, disks, printers, Windows and the major application software packages. A number of practical problems are solved during hands-on laboratory sessions.

CGS 1510 Electronic Spreadsheet I AS*1 credit (1 lecture hour)**Prerequisite: CGS 1570 or OST 1831*

Introductory course using a popular spreadsheet program covering the basics of spreadsheet design, development of spreadsheets and reviews suggested applications.

CGS 1511 Electronic Spreadsheet II AS*1 credit (1 lecture hour)**Prerequisite: CGS 1570 or CGS 1510*

This is the second course in the use of a popular spreadsheet program. This course expands on the concepts developed in the first course, CGS 1510.

CGS 1512 Electronic Spreadsheet III AS*1 credit (1 lecture hour)**Prerequisite: CGS 1511*

This is the third course in the spreadsheet sequence. In this course, the student learns to customize and automate spreadsheet applications.

CGS 1513 Electronic Spreadsheets AS*3 credits (3 lecture hours)**Prerequisite: CGS 1570 or OST 1831*

Hands-on training with a popular electronic spreadsheet including entering text, numbers and formulas, retrieving, saving and erasing files, manipulating column widths and text alignment, absolute and relative addressing, insert and delete rows/columns, database functions and macros; same as CGS 1510/1511/1512.

CGS 1540 Beginning Database Concepts AS*1 credit (1 lecture hour)**Prerequisite: CGS 1570 or OST 1831*

This is the first course in a three-course sequence. Students are introduced to data base concepts and capabilities. Simple database files are created and indexed; reports and forms are produced.

CGS 1541 Intermediate Database Concepts AS*1 credit (1 lecture hour)**Prerequisite: CGS 1540 or CGS 1570*

This is the second course in a three-course sequence. Modular design, structural integrity and detailed reports and forms are created.

CGS 1543 Database Management AS*3 credits (3 lecture hours)**Prerequisite: CGS 1570 or OST 1831*

This course provides hands-on training in the use of a popular database program. Students will learn introductory through advanced database concepts.

CGS 1561 Inside the PC AS*1 credit (1 lecture hour)*

Designed for a non-technical approach to initially installing a personal computer and how to keep the system running efficiently throughout its life-cycle including maintaining the system, diagnosing common hardware problems, installing new software packages and upgrading the hardware.

CGS 1565 Microcomputer Operating Systems AS*3 credits (3 lecture hours)**Prerequisite: CGS 1570 or OST 1831*

This course introduces the student to a variety of operating system platforms used in a microcomputer environment.

CGS 1570 Microcomputer Applications AA*3 credits (3 lecture hours)*

This course will enable students to utilize common microcomputer hardware and software typically used in the workplace. Practical hands-on assignments in the areas of word processing, spreadsheet, database, presentation graphics, telecommunications and multimedia, as they apply to the workplace, will be explored in the course.

CGS 2525 Multimedia Presentations AS*3 credits (3 lecture hours)**Prerequisite: CGS 1570*

This course will introduce the student to the use of multimedia in art, business, education, music and other areas. Multimedia objects will be created to include: graphics, audio, music, video and text. Presentations and tutorials will be created using a multimedia presentation/authorizing system that will link multimedia objects to include graphics, audio, music, video and text.

CGS 2542 Advanced Database Concepts AS*1 credit (1 lecture hour)**Prerequisite: CGS 1541*

This is the third course in a sequence. The emphasis is on structured design programming. Custom input screens are designed. Multiple files are linked and operated on.

CGS 2555 Introduction to the Internet AA

3 credits (3 lecture hours)

Prerequisite: CGS 1570

This course will prepare the student to work and study in contemporary society by developing skills in the electronic communications. Students will learn how to get connected to the Internet, perform research via the Internet and create a personal Web page.

CHD 1110 Infants/Toddlers AS

3 credits (3 lecture hours)

Prepares the student for group care in center-based settings, for family-based day care or for home care of children.

CHD 1220 Child Development, Infancy/Preschool AA

3 credits (3 lecture hours)

This course focuses on the theories and concepts of human growth and development from conception to age six. Emphasis is placed on characteristic stages; language development; cognition and intelligence; physical, perceptual, and motor development; and social relationships as they relate to the influence of family structure on the child's personality and behavior.

CHD 2800 Child-Care Facility Management AS

3 credits (3 lecture hours)

All aspects of opening and operating a child-care facility will be explored. Guidelines will be set up for organizing child-care services; business management; personnel concerns; establishment and communication of policies; safety, nutrition and health and curriculum and equipment.

CHM 1015 Principles of Chemistry AA

3 credits (3 lecture hours)

This course provides an introduction to principles of chemistry for students not needing an intensive course. It covers important concepts of general chemistry and progresses through elementary organic chemistry into certain areas of biochemistry. It includes chemistry relevant to health and the numerous chemical products in use today. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 1015L Principles of Chemistry Laboratory AA

1 credit (2 lab hours)

Prerequisite or corequisite: CHM 1015

This course is a study of metric measurements, physical and chemical properties, elements and compounds and laboratory techniques and skills. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 1040 General Chemistry I AA

3 credits (3 lecture hours)

Prerequisite: MAT 1033

This is the first course of a three-course sequence. An introduction to the elementary principles of modern chemistry emphasizing structure and properties of matter, stoichiometry, nomenclature, and bonding is provided. (May be exempted by passing a waiver examination.) A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 1041 General Chemistry II AA

3 credits (3 lecture hours)

Prerequisite: CHM 1040 or acceptable score on waiver examination and MAC 1105

This is the second course of a three-course sequence. The topics emphasized include acids and bases, gases, states of matter, solutions, thermodynamics and nuclear chemistry. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 1041L General Chemistry II Laboratory AA

1 credit (3 lab hours)

Corequisite: CHM 1041

An introduction to the experimental techniques and laboratory safety designed to demonstrate and complement the lectures in CHM 1040 and CHM 1041. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 2046 General Chemistry III AA

3 credits (3 lecture hours)

Prerequisites: CHM 1041 and MAC 1105

This is the third course of a three-course sequence. The topics emphasized include kinetics, equilibrium, ionic equilibria of acids, bases and salts and electrochemistry. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 2046L General Chemistry III Laboratory AA

1 credit (3 lab hours)

Prerequisite: CHM 1041L

Corequisites: CHM 2046

This course is a continuation of CHM 1041L consisting of laboratory experiments and activities to complement the lecture topics in CHM 2046. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 2210 Organic Chemistry I AA

3 credits (3 lecture hours)

Prerequisites: CHM 1041 and CHM 1041L

Corequisites: CHM 2210L

First of a two-semester sequence covering fundamental concepts, nomenclature, synthesis and reactions of classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. Special equipment required.

CHM 2210L Organic Chemistry I Laboratory AA

1 credit (4 lab hours)

Prerequisites: CHM 1041 and CHM 1041L

Corequisites: CHM 2210

Laboratory portion of Organic Chemistry I. Introduction of organic laboratory principles and techniques: vacuum filtration; recrystallization; extraction; distillation; and chromatography.

CHM 2211 Organic Chemistry II AA

3 credits (3 lecture hours)

Prerequisite: CHM 2210

Corequisites: CHM 2211L

Continuation of CHM 2210. The study of NMR aromatic compounds and other compounds containing oxygen and nitrogen. Special equipment required.

CHM 2211L Organic Chemistry II Laboratory AA

1 credit (4 lab hours)

Prerequisites: CHM 2210 and 2210L

Corequisites: CHM 2211

This course is a continuation of CHM 2210L with more complex synthesis and introduction to IR and gas chromatography.

CIS 2321 Systems and Applications AS

3 credits (3 lecture hours)

Prerequisite: CGS 1570

Utilizes system analysis techniques for the solution of business and information systems problems. A team approach is stressed throughout the course of study. Major topics include methods of system investigation, input/output design, system documentation, communication, system implementation, security, hardware selection and software selection. A case-study approach is utilized.

CJC 2162 Principles of Probation and Parole AA

3 credits (3 lecture hours)

Examines procedures associated with community-based treatment programs before and after incarceration including sentencing patterns, problems and procedures along with administrative policies. Supervision of probationers and parolees including individual treatment and counseling methods will be explored.

CJC 2350 Organization and Administration of Correctional Facilities AA

3 credits (3 lecture hours)

The organization of institutions is studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed including planning programs for specialized behavioral problems of inmates.

CJD 0520 Public Safety Telecommunicator (Dispatcher) PSAV

208 clock hours

This course is designed to prepare students for employment as a dispatcher for a fire, police, emergency medical service or rescue agency. This work includes dispatching fire, law enforcement and emergency medical services agencies. Certification as a telecommunicator will be available.

CJD 0704 Criminal Justice Defensive Tactics PSAV

106 clock hours

Basic course in unarmed defense tactics to teach law enforcement officers how to protect themselves against armed and unarmed attackers, how to subdue and control them from point of contact to incarceration. Also included are transport methodology, search techniques and custody responsibilities. Additionally, this class includes 38 hours of defensive tactics preparation. This will consist of physical conditioning and an academic component on health and conditioning.

CJD 0705 Weapons PSAV

64 clock hours

This course is designed to teach a person how to effectively use the two basic weapons of a law enforcement agency in a safe effective manner. Within the parameters associated with law enforcement activities. Students are exposed to elementary chemical weapon use.

CJD 0715 Physical Training PSAV

90 clock hours

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one's self and engage in a planned program for fitness.

CJD 0723 Criminal Justice Vehicle Operations PSAV

32 clock hours

This is a vehicle operations course enabling the student to learn how to maneuver his vehicle in a safe and effective manner. Emphasis is placed on the driver, the vehicle, the driving environment, vehicle "pullovers," and felony stops and basic operational skills and a driving pad.

CJD 0732 Law Enforcement Traffic PSAV

46 clock hours

Basic traffic accident investigation with emphasis on traffic enforcement concept and techniques, control and direction, accident scene management, skid mark evidence and reporting procedures. Also included is information on organ/tissue donation and common alcohol violations and sobriety testing.

CJD 0741 Emergency Preparedness PSAV

26 clock hours

Skills needed for riot and disturbance control and firefighting are studied and practiced. Includes methods of riot prevention, handling of unusual situations, what to do if taken hostage, and emergency procedures.

CJD 0752 Corrections Operations PSAV

64 clock hours

The operation of correctional facilities is studied, including intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to perform daily tasks.

CJD 0770 Criminal Justice Legal I PSAV

46 clock hours

This course includes studies in ethics, histories of corrections and law enforcement, information on the Criminal Justice Standards and Training Commission and the various criminal justice system components, the philosophy of corrections, prison alternatives, inmate and correctional officer rights, various aspects and elements of crimes, privileges and defenses, civil and criminal liability, court and trial considerations, legal terminology, and use of force issues.

CJD 1254L Medical First Responder AS

1 credit (3 lab hours)

How to respond to a medical emergency and stabilize injuries until other medical help arrives. Includes how to respond to communicable diseases.

CJD 1730 Law Enforcement Legal III AS

2 credits (2 lecture hours)

This course of study explores the legal mechanics of law enforcement to include line-up and show-up, the law providing for stopping and frisking of citizens, juvenile laws, alcohol and tobacco statutes, crimes against public safety, personal and property rights, weapons and dangerous devices, traffic and licensing law and other legal considerations affecting patrol.

CJD 1731C Law Enforcement Patrol AS

3 credits (2 lecture hours, 2 lab hours)

This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls for service. Methods approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including firefighting and crowd control are also addressed, along with Community Oriented Policing approaches and Survival Skills concepts.

CJD 1734C Law Enforcement Investigations AS*3 credits (2 lecture hours, 2 lab hours)*

This course addresses investigation of various crimes, including property crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source.

CJD 1742 Corrections Operations AS*3 credits (3 lecture hours)*

The operation of correctional facilities including intake of new inmates, aspects of daily care and institutional procedures are emphasized.

CJD 1750 Interpersonal Skills II-Corrections AS*3 credits (3 lecture hours)*

Interpersonal skills needed by corrections officers to understand the incarcerated society are explored, with emphasis upon supervisory methods. Inmate adjustments and the various segments of the society are studied. Includes studies of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities.

CJD 1760 Criminal Justice Legal I AS*3 credits (3 lecture hours)*

This course provides the student with an overview of the criminal justice system and history of law. The foundation and basic components of law are studied, with specific focus upon officer application. Court procedures and testimony are examined.

CJD 1761 Criminal Justice Legal II AS*3 credits (3 lecture hours)*

Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers. Emphasis is on elements of crimes, civil law applications and civil and criminal liability of officers.

CJD 1762 Criminal Justice Communications - Law Enforcement AS*3 credits (3 lecture hours)*

The report writing process from interview, statement taking and note taking through the final report writing is covered with practical expository exercises are explored. Interpersonal communications skills are covered along with radio and telephone procedures.

CJD 1763 Interpersonal Skills I-Law Enforcement AS*3 credits (2 lecture hours, 2 lab hours)*

Human relations, techniques, and courtesy with emphasis on crime prevention are covered. The needs of groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill, the developmentally delayed and substance abusers. Intervention techniques are studied including suicide, violence and other crises. Stress management is included.

CJD 1771 Corrections Legal II AS*1 credit (1 lecture hour)*

Constitutional law and its application to the public and correctional officers are examined. Law, including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common to police and correctional officers is studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied.

CJD 1772 Criminal Justice Communications - Corrections AS*3 credits (3 lecture hours)*

This course includes studies in note taking and taking statements, report writing and reporting procedures, radio procedures, and the Florida Criminal Information Center.

CJD 1773 Interpersonal Skills I-Corrections AS*3 credits (2 lecture hours, 2 lab hours)*

Human relations techniques and courtesy are addressed with emphasis on crime prevention. The needs of various groups within society are addressed including: juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill, the developmentally delayed and substance abusers. Intervention techniques for various situations are studied with practical exercises including: suicide, violence, and other crises. Stress recognition and reduction are included.

CJE 1300 Police Administration I AA*3 credits (3 lecture hours)*

Covers administrative activity of a modern police department including administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning, and training.

CJE 1301 Police Administration II AA*3 credits (3 lecture hours)*

Covers police department operations that are seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions.

CJL 1062 Introduction to Constitutional Law AA*3 credits (3 lecture hours)*

Introductory study of the United States Constitution and Florida Constitution presenting an in-depth analysis of constitutional law with emphasis on arrest, search and seizure, interrogations, self-incrimination and authority and limitations on police actions under the Bill of Rights.

CJL 2100 Criminal Law AA*3 credits (3 lecture hours)*

Study of the scope, purpose, definition, and classification of crimes is provided. Includes criminal intent, acts of omission and commission and offenses against the person and property. Elements of more common offenses and their defense are studied in-depth.

CJL 2130 Laws of Evidence AA*3 credits (3 lecture hours)*

Examines evidence and rules governing admissibility of evidence to court and continues the study of the criminal justice system. Emphasis is on Florida laws of evidence and their application.

CJL 2403 Law of Arrest, Search, and Seizure AA*3 credits (3 lecture hours)*

Covers right and duty to make arrests; obligations imposed by oath of officer; distinction between felony and misdemeanor; requisites of legal arrest in the Florida Penal Code; immunity from arrest, legal rights to suspect, techniques and procedures in effecting arrests; legal use of force, degree of force, rights of arrested persons; attitude and remarks of arresting officer; laws and regulations pertaining to search and hold for evidence or confiscation of property.

CJT 2100 Criminal Investigation AS*3 credits (3 lecture hours)*

This course is a survey of methods and techniques used by law enforcement officers in the investigation of crime. It emphasizes interrogation techniques, evidence, how to mark, preservation after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery and other crime-scene investigations, narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor.

CJT 2140 Introduction to Criminalistics AS*3 credits (3 lecture hours)**Prerequisite or corequisite: CJT 2100 or CCJ 2230*

Introduces the capabilities of the crime laboratory. Selected laboratory experiments, scientific analysis, comparison procedures and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms and ballistic examinations will be accomplished.

CLP 2002 Personality Development and Adjustment AA*3 credits (3 lecture hours)**Prerequisite: PSY 2012*

This course is a summary of the major personality theories. The course emphasizes an exposure to and analysis of the theories that explain personality and the effect of personality and individual and group behavior.

COP 1002 Structured Programming AA*3 credits (3 lecture hours)**Prerequisite or corequisite: CJS 1570*

Concepts of structured programming emphasizing use of control graphs, basic structures, logic structures using pseudocode and functional structure charts stressing program segmentation and top-down walk-through.

COP 1165C Programming RPG 400 AA*3 credits (2 lecture hours, 2 lab hours)**Prerequisite: COP 1002*

RPG 400 (Report Program Generator) is a problem-oriented programming language to obtain data from single or multiple rules, perform calculations and table lookup and write reports and/or update files. Students will solve elementary to moderately complex business problems.

COP 1220 Introduction to Programming in C AA*3 credits (3 lecture hours)**Prerequisites: COP 1002 and one other programming language*

Introduction to the C language emphasizing use of structured design, problem design, algorithm design, coding, debugging, testing and documentation stressing program segmentation through utility development and top-down design.

COP 1332 Visual Basic Programming AA*3 credits (3 lecture hours)**Prerequisite: COP 1002*

Visual BASIC is an introduction to problem solving and programming with an object-oriented, event-driven, high level programming language. The student should be able to read, understand and create Visual BASIC computer programs using modular programming techniques.

COP 2120C Programming COBOL AA*3 credits (2 lecture hours, 2 lab hours)**Prerequisite: COP 1002*

COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Emphasis is on programming skills, efficiency in structured programming. Students are required to write and execute programs for comprehensive business case studies.

COP 2121C COBOL Applications AA*3 credits (2 lecture hours, 2 lab hours)**Prerequisite: COP 2120C*

A course designed to familiarize the student with the advanced capabilities of COBOL. Students will solve selected practical business applications using structured programming techniques. Emphasis is on file handling, tables, sorting, validation, and sub-routines.

COP 2334 Programming in C++ AA*3 credits (3 lecture hours)**Prerequisite: COP 1002*

An intermediate level programming course assumes knowledge of how to program in C. Emphasizes class data types, C++ functions, overloading, class inheritance, C++ I/O streams, object-oriented program design and program reusability.

COP 2341 UNIX Operating System AA*3 credits (3 lecture hours)**Prerequisite: CJS 1570*

This course is an introduction to the UNIX operating system. Topics include the use of the shell scripts, electronic mail, utilities, and editors and use of UNIX in the business/scientific programming environment.

COP 2800 Programming in Java AA*3 credits (3 lecture hours)**Prerequisite: COP 1220 or COP 2334*

This course introduces the student to Java programming with a focus on object-oriented programming. Students will write Java Script. In addition, full Java applications will be written which can be used independent of HTML pages and independent of the Internet.

COP 2802 Programming in Java Script AA*2 credits (2 lecture hours)**Prerequisites: COP 1220 and COP 2822*

This course is one of the major courses in preparation of a student to become certified as an Internet Webmaster or to receive an AA or an AS degree in Computer Networking. Topics will include the Java Script extensions to HTML, Java Script functions and objects and how Java Script can be used with Java applets to enhance Web pages. Further, the Java student will learn how to use Java Script to create and manage Internet Web pages so that many CGI server side requests may be processed at the client site.

COP 2822 Web Page Programming AA*3 credits (3 lecture hours)**Prerequisite: COP 1002. Knowledge of a graphical user interface program is desirable.*

This course will introduce the student to Hypertext Markup Language, which is used on the Internet to create home pages on the World Wide Web.

COS 0200 Cosmetology I - Introduction PSAV*120 clock hours*

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It also provides an opportunity to learn competencies in hair shampooing and scalp treatments.

COS 0301 Cosmetology II - Haircutting PSAV*120 clock hours*

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It also provides an opportunity to learn competencies in hair shaping and instruction in the selection of proper hair cutting, implements and proper style selection.

COS 0400 Cosmetology III - Styling PSAV

120 clock hours

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It gives the student an opportunity to develop competencies in hairstyling.

COS 0500 Cosmetology V - Chemicals PSAV

120 clock hours

This course is designed to provide instruction in school, classroom/laboratory safety rules, and procedures. This course is designed to provide competencies in permanent waving, reconstruction, curl/chemical relaxing. Instruction in analyzing the hair, selection of approximate solutions and implements are also provided.

COS 0700 Cosmetology VI - Haircolor PSAV

120 clock hours

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. The student will also have an opportunity to develop competencies in all types of hair coloring and bleaching. This instruction includes analysis of hair and scalp, performance of predisposition test, selection of correct supplies and equipment.

COS 0870 Cosmetology IV - Salon Management PSAV

120 clock hours

This course is designed to provide the student with an opportunity to become familiar with competencies in employability, communication and math skills required to succeed in industry. It is also designed to provide the student with an overview of competencies in state board of cosmetology requirements and in the study of the cosmetology law and rules and regulations. The student will briefly review entrepreneurship competency.

CPO 2002 Comparative Governments AA

3 credits (3 lecture hours)

Prerequisites: POS 1001 or POS 1041 or permission of instructor
Introduces the student to a comparative model for understanding diverse governmental institutions and political systems throughout the world. This includes a close look at numerous other governments, including a study of each nation's history, culture, constitution, governmental institutions, political process and domestic and foreign policies. Governments will be selected from different continents and from different political traditions, such as Great Britain, Germany, Russia, China, Japan, Brazil, South Africa and Iran. If possible, a voluntary field trip to EPCOT's World Showcase or international consulates in Miami may be planned. Requires a grade of C or higher to receive AA degree credit.

CRW 2000 Creative Writing AA

3 credits (3 lecture hours)

This course involves study of theory and practice in poetry and fiction, including collateral readings and extensive workshoping of students' own creative works. The class will critique students' works and considerable writing and rewriting required. Students prepare a final portfolio and learn how to submit works for publication.

CRW 2100 Introduction to Fiction Writing AA

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

The course provides intensive study of the process of writing short fiction, including discussion of professional models to improve understanding of elements and techniques. A substantial portion of the course will be devoted to workshoping and critiquing student writing. Students submit a final portfolio and research the market for publication.

CRW 2200 Screenwriting AA

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

This course provides intensive study of the process of writing for the screen. It includes discussing the work of professional screenwriters to learn elements of the writing process. A substantial portion of the course will be devoted to the discussion of student writing in a workshop setting.

CSP 0010 Manicuring, Pedicuring and Nail Extensions PSAV

120 clock hours

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

CSP 0011 Salon Practice Lab II PSAV

120 clock hours

This course is designed to provide the student further instruction in safety rules, procedures and techniques in a salon atmosphere. In the lab all courses of cosmetology are evaluated as students learn to increase their speed, while sharpening their skills. All competencies, assignments, practical services and hours are completed as preparation is made to apply to the Florida department of business and professional regulation board of cosmetology for examination and licensure.

CSP 0013 Nail Specialist PSAV

240 clock hours

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

CSP 0240 Facials PSAV

120 clock hours

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide the student with an opportunity to develop competencies in facials and makeup.

CSP 0260 Facial Specialist PSAV

260 clock hours

This course is designed to provide competencies in European and American facials, hair removal (including Removatron Certification) lash/brow tinting, artificial lash application and spa treatments. Make-up techniques include career, evening, bridal/special events, and federal and state laws regarding salon private cosmetics and packaging.

CSP 0300 Salon Practice Lab I PSAV

120 clock hours

This course is designed to provide the student instruction in safety rules, procedures and techniques in a salon atmosphere. In the lab all courses of cosmetology are evaluated as students learn to increase their speed, while sharpening their skills. All competencies, assignments, practical services and hours are completed as preparation is made to apply to the Florida department of business and professional regulation board of cosmetology for examination and licensure.

DAA 1050C Fundamentals of Rhythmics AA

2 credits (1 lecture hour, 2 lab hours)

The basics of folk dance, square dance, and singing games are covered.

DAA 1100 Modern Dance I AA

1 credit (1 lecture hour)

This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles.

DAA 1101 Modern Dance II AA

1 credit (1 lecture hour)

Prerequisite: DAA 1100

This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles.

DAA 1200 Basic Ballet I AA

2 credits (3 lab hours)

Consists of basic positions and fundamental barre exercises and the use of ballet vocabulary (French terms) stressing correct alignment and applying simple step combinations in center work.

DAA 1201 Basic Ballet II AA

2 credits (3 lab hours)

Prerequisite: DAA 1200 or instructor permission required

This course is a continuation of DAA 1200.

DAA 1202 Intermediate Ballet I AA

3 credits (4 lab hours)

Prerequisite: DAA 1201

This course emphasizes development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Applications of phrasing and quality of movement are stressed. Admission is by audition.

DAA 1203 Intermediate Ballet II AA

3 credits (4 lab hours)

Prerequisite: DAA 1202

This course is a continuation of DAA 1202.

DAA 1220 Intermediate Pointe I AA

1 credit (3 lab hours)

Corequisite: DAA 1202

This course is an introduction to fundamentals and exercises for the development of pointe technique. Class practical work, with outside projects, is required. Admission by audition.

DAA 1221 Intermediate Pointe II AA

1 credit (3 lab hours)

Prerequisite: DAA 1220*Corequisites:* DAA 1203

This course is a continuation of DAA 1220.

DAA 1500 Modern Jazz Dance AA

1 credit (2 lab hours)

This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles.

DAA 1501 Basic Jazz AA

2 credits (3 lab hours)

This course is designed to give the student introductory knowledge of the fundamental skills of jazz techniques and various current styles.

DAA 1502 Intermediate Jazz I AA

2 credits (2 lab hours)

Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition.

DAA 1520 Basic Tap I AA

2 credits (2 lecture hours)

This course is designed to give the student knowledge of the fundamental skills of tap dance techniques and various current styles.

DAA 1521 Basic Tap II AA

2 credits (2 lecture hours)

This course is designed to continue the knowledge of the fundamental skills of tap dance techniques and various current styles started in DAA 1520.

DAA 2204 Advanced Ballet I AA

3 credits (4 lab hours)

Perfects the execution of classical ballet technique with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor.

DAN 1600 Music for Dance AA

3 credits (3 lecture hours)

This course provides a connection of musical, structure and body movement through improvisational dance composition exercises. The basic elements of rhythm, tempo and meter will be studied. This course is intended for undergraduate dance majors and minors.

DEA 0130 Related Dental Theory PSAV

32 clock hours

This course is designed to acquaint the dental auxiliary with various related topics having application in the field of dentistry. One topic discussed is microbiology, stressing pathogenic microorganisms. Oral pathology, both benign and malignant neoplasms, is explored. A familiarization of common drugs and medicaments, their toxicities, and effects is also included. A knowledge of nutrition, with emphasis on the relationship to oral health, is presented. Finally, the body systems, their functions and related diseases are identified in the format of student presentations.

DEA 0153 Dental Psychology and Communication PSAV

32 clock hours

This course is divided into two subject areas. The first subject area explores the study of the psychological factors that affect the dental patient's behavior, techniques to overcome fears and anxieties concerning dentistry and team building in the dental practice. The second subject area provides opportunities with oral and written communications.

DEA 0000 Clinical Practice I PSAV

32 clock hours

Recommended Prerequisites: DES 1200, DES 1200L*Recommended Corequisites:* DEA 0800L, DEA 0940L or DEA 0940

This course is designed to continue the instruction in the fundamentals of clinical dental assisting. Included will be the working knowledge of all dental equipment, instruments, manipulation of dental materials, patient management and the application of four-handed dentistry in a clinical setting.

DEA 0800L Clinical Practice I Lab PSAV

128 clock hours

This course will provide clinical application of the principles taught in DEA 0800 Clinical Practice I. In addition, the student will have additional assignment responsibilities in areas of radiology, team leadership, sterilization, receptionist, clinical and office observation.

DEA 0801 Clinical Practice I PSAV

32 clock hours

This course is a continuation of DEA 0800 and DEA 0800L Clinical Practice I. It will provide the dental assisting student a synopsis of the different dental specialties. This will include a more in-depth analysis of the theoretical and clinical application that makes each specialty unique.

DEA 0801L Clinical Practice II Lab PSAV

256 clock hours

This course is a continuation of DEA 0800L Clinical Practice I Lab. It will provide clinical application of the principles taught in DEA 0800 Clinical Practice I & DEA 0801 Clinical Practice II.

DEA 0850 Dental Assisting Clinical Practice III PSAV

16 clock hours

In the didactic portion of this course, a detailed overview of the key designated subject areas represented on the Dental Assisting National Board will be studied. A seminar will be scheduled to discuss the students' experiences in their externship and with their community service projects.

DEA 0940L Dental Practicum I Laboratory PSAV

24 clock hours

The objective of this course is to provide clinical experience in patient preparation for oral diagnosis. Students will have assigned responsibilities in the areas of patient recognition, charting, study models and radiology. The student will receive experience to interact effectively with the dentist and the patient.

DEA 0941L Dental Practicum II Laboratory PSAV

96 clock hours

The objective of this course is to provide detailed knowledge and advanced clinical experience in various intra-oral procedures. The student will be expected to follow patient treatment protocol via a comprehensive approach. The student will participate in delivery of care in a variety of settings both on and off campus.

DEH 1003 Dental Hygiene Instrumentation AS

1 credit (1 lecture hour)

Recommended prerequisites: DES 1800, DES 1800L;
Recommended corequisite: DEH 1003L

A competency-based course introducing the student dental hygienist to the theory and techniques of instrumentation that will be applied in a lab/clinical setting. Completion of the course competencies at minimum standard will allow the student to progress to Dental Hygiene I.

DEH 1003L Dental Hygiene Instrumentation Lab AS

2 credits (6 lab hours)

Recommended prerequisites: DES 1800, DES 1800L;
Recommended corequisite: DEH 1003

A competency-based course introducing the student dental hygienist to the applications and techniques of instrumentation in a lab/clinical setting. Completion of course competencies at minimum standard will allow the student to progress to Dental Hygiene I.

DEH 1130 Oral Embryology and Histology AS

1 credit (1 lecture hour)

Recommended prerequisite: DES 1020

A comprehensive study of the embryonic, fetal and postnatal development of the tissues and structures of the head and oral cavity and their relationship to the field of dentistry.

DEH 1800 Dental Hygiene I AS

1 credit (1 lecture hour)

Corequisite: DEH 1800L

Basic theory, technique and principles will be introduced in didactic course and applied through practical experiences in the clinical setting. The student is first introduced to: patient management, dental hygiene treatment planning, indices, removable appliances, radiographic interpretation and review of professional literature.

DEH 1800L Dental Hygiene I Lab AS

4 credits (12 clinical hours)

Corequisite: DEH 1800

Clinical Dental Hygiene I places emphasis on patient contact time. All patient contact time should be utilized to maximize learning. Clinic I will be a clinical introduction to individualized learning experiences. During this period it is each student's responsibility to correlate Introduction to Clinical Procedures and Dental Hygiene Instrumentation with Clinic I. At the end of the 8 weeks period, each student will be individually counseled. During the counseling period, an instructor will advise the student in writing his/her strengths and/or weaknesses in the development of Dental Hygiene Clinical Skills. Clinical seminars will be utilized to help the student integrate clinical procedure, patient treatment and the treatment records.

DEH 1802 Dental Hygiene II AS

1 credit (1 lecture hour)

Corequisite: DEH 1802L

This course is a continuation of Dental Hygiene I. Students advance their understanding of systemic disease processes and their integral link to oral health. In addition, Dietary Counseling and Tobacco Cessation Counseling will now be incorporated in patient care management.

DEH 1802L Dental Hygiene II Lab AS

1 credit (3 clinical hours)

Corequisite: DEH 1802

This course is a continuation of Dental Hygiene I, adding the clinical application of Dietary Counseling, and Tobacco Cessation Counseling coordinated with patient medical history in patient care management. Students continue to refine their patient assessment and instrumentation skills.

DEH 1811 Dental Ethics and Jurisprudence AS

1 credit (1 lecture hour)

Recommended corequisite: DEH 2806C

Emphasis will be on discussion of current legal and ethical issues in dental hygiene practice. Topics will include professional ethics, dental law, risk management and standards of care. The Dental Hygiene Practice Act as it governs the dental hygiene profession will be reviewed.

DEH 2300 Pharmacology AS

2 credits (2 lecture hours)

Recommended prerequisites: BSC 1085/1085L, BSC 1086/1086L, MCB 2010/2010L, CHM 1015

A comprehensive study of pharmacology as it relates to the field of dentistry and dental hygiene.

DEH 2400 General and Oral Pathology AS

2 credits (2 lecture hours)

Recommended prerequisites: BSC 1085 BSC 1085L, BSC 1086, BSC 1086L, DES 1020, DEH 1130, MCB 2010, MCB 2010L

A comprehensive study of oral abnormalities and disease processes with emphasis on clinical identification.

DEH 2603 Periodontology AS

2 credits (2 lecture hours)

Recommended prerequisites: DEH 1800C, DEH 1802C;

Recommended corequisite: DEH 2804C

This course is a study of the etiology, classification and treatment of periodontal disease. Emphasis is on recognition and treatment of clinical disease states of the periodontium.

DEH 2701 Community Dentistry AS

2 credits (2 lecture hours)

Prerequisite: Recommended sophomore status

This course covers prevention and control of dental disease in the community through the study of biostatistics and epidemiology. Students will be responsible for assessing, planning, implementing and evaluating procedures in oral health community programs. Emphasis will also be placed on alternative practice settings in community dentistry for the dental hygiene practitioner.

DEH 2702L Community Dentistry Practicum AS

1 credit (2 lab hours)

Prerequisite: Recommended sophomore status

This course is designed to give the dental hygiene student a series of professional experiences with exposure to the public at large. Emphasis is placed on dental hygiene education of the public in an institutional and public setting using skills acquired in DEH 2701.

DEH 2804 Dental Hygiene III AS

1 credit (1 lecture hour)

Corequisite: DEH 2804L

A continuation of the development and application of dental hygiene skills and knowledge in both theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies. A variety of different practice settings will be included.

DEH 2804L Dental Hygiene III Lab AS

1 credit (1 lecture hour)

Corequisite: DEH 2804

A continuation of the development and application of dental hygiene skills and knowledge in theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies. A variety of different practice settings will be included.

DEH 2806 Dental Hygiene IV AS

1 credit (1 lecture hour)

Corequisite: DEH 2806L

This course is the companion seminar/lecture component for students in the phase of the development and application of dental hygiene skills and knowledge in both theory and practice. Didactic seminars and lectures will incorporate the application of new and current preventive therapies.

DEH 2806L Dental Hygiene IV Lab AS

5 credits (15 clinical hours)

Corequisite: DEH 2806

This course is the final clinical course and is a continuation of the development and clinical application of dental hygiene skills and knowledge in both theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies. A variety of different practice setting will be included.

DEH 2807L Dental Hygiene V: Clinical Skills Update AS

2 credits (4 lab hours)

Prerequisite: Graduation from an American Dental Association accredited school of dental hygiene

This course is a special-skills update in clinical dental hygiene for the graduate dental hygienist. It is recommended for recent PBCC Dental Hygiene Program graduates preceding the State of Florida board examination for licensure.

DEH 2934 Compromised Patient AS

1 credit (1 lecture hour)

Recommended Prerequisites: DES 1840

Recommended Corequisites: DEH2603, DEH 2804C

This course provides the dental hygiene student an understanding of the problems peculiar to patients with special needs or unusual health factors that may complicate routine care generally provided and special procedures involved to help the patient maintain optimum oral health.

DEP 2102 Child Growth and Development AA

3 credits (3 lecture hours)

Prerequisite: PSY 2012

Stressing the emerging self of the child, this course explores the physical, cognitive and psychosocial nature of children within a developmental perspective. This course encompasses major theories and research relevant to diverse populations of children and families. Observation of children from pre-school level through adolescence provides for application of these theories.

DES 1020 Dental Anatomy AS

3 credits (3 lecture hours)

Dental anatomy is the study of the structure, morphology and function of the primary and permanent dentitions and head and neck anatomy. The direct correlation of dental procedures to human oral anatomy is emphasized.

DES 1100 Dental Materials AS

2 credits (2 lecture hours)

Recommended corequisite: DES 1100L

This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques.

DES 1100L Dental Materials Lab AS

1 credit (2 lab hours)

Recommended corequisite: DES 1100

This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques. The laboratory phase affords the student the opportunity to develop manipulative skills with the materials used within the auxiliaries' scope of dental practice and to evaluate the effects of specific materials in the oral environment.

DES 1200 Dental Radiology AS

2 credits (2 lecture hours)

Recommended corequisite: DES 1200L

A study of the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing and mounting x-rays. Laboratory procedures will include application of these techniques in clinical practice.

DES 1200L Dental Radiology Lab AS

1 credit (2 lab hours)

Recommended corequisite: DES 1200L

Applications of techniques taught in dental radiology lecture as used in clinical practice.

DES 1600 Office Emergencies AS

1 credit (1 lecture hour)

A study of the symptoms, treatment and equipment necessary to provide adequate care for common office emergencies. Discussion and practice will include emergency preparedness, content of the emergency kit and vital signs. Emergency treatment and cautions for medical and dental emergencies will be studied, as well as common emergency drugs used.

DES 1800 Introduction to Clinical Procedures AS

3 credits (3 lecture hours)

Recommended corequisite: DES 1800L

A study of basic medical/dental terminology, the history of dentistry and the theory and techniques of clinical procedures, including instrument design and patient/operator positioning, the oral exam, dental charting, instrument transfer and oral evacuation, polishing and pain control. Infection control guidelines will be stressed throughout this course.

DES 1800L Introduction to Clinical Procedures Lab AS

1 credit (2 lab hours)

Recommended corequisite DES 1800

A practical application of professionalism and procedures in the clinical setting as these skills relate to the didactic portion of DES 1800, the corequisite.

DES 1830C Expanded Functions Lecture and Lab AS

2 credits (1 lecture hour, 2 lab hours)

Recommended prerequisites: DES 1800, DES 1800L, DES 1100, DES 1100L

This course is designed to provide the basic knowledge and clinical practice necessary for the dental assisting and dental hygiene student to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.

DES 1840 Preventive Dentistry AS

2 credits (2 lecture hours)

This course is designed to teach the students how to educate and motivate patients in controlling their dental plaque, thus preventing dental diseases. A study of the periodontal tissues, tooth deposits and stains, caries etiology and prevention methods are learned. Floss, brushes with brushing methods and the use of dental adjuncts are emphasized. Uses of fluorides are examined.

DES 2502 Office Management AS

1 credit (1 lecture hour)

Marketing skills of the dental health care provider will be explored in depth. A working letter of application, resume and follow-up letter will be prepared. Traditional business office procedures will be compared and contrasted with those found in offices utilizing more advanced technology.

DIE 1412 Dietetics I (Introduction) AS

3 credits (3 lecture hours)

Prerequisites: HUN 1201; FSS 1210

Corequisites: DIE 1419

This course introduces the organization of a food and nutrition department and emphasizes interviewing skills; medical terminology; standard documentation procedures and techniques for counseling patients for optimal nutritional care. Clinical experience is provided for nine hours/week concurrently.

DIE 1419 Dietetics Practicum I AS

3 credits (8 lab hours)

Prerequisites: HUN 1201, FSS 1210

Corequisites: DIE 1412

This is a practicum to accompany DIE 1412.

DIE 2120 Dietetics III (Administration) AS

3 credits (3 lecture hours)

Prerequisites: DIE 2211, DIE 2270

Corequisites: DIE 2947L

This course teaches techniques involved in operating a food-service system in health-care facilities. Basic principles of menu planning, purchasing, costing, equipment, sanitation, delivery systems and management are covered. The student spends nine hours/week in a health-care facility concurrently.

DIE 2211 Dietetics II (Clinical) AS

3 credits (3 lecture hours)

Prerequisites: DIE 1412, DIE 1419

Corequisites: DIE 2270

This course covers principles of nutrition with adaptations to specific disease conditions. Emphasis is placed on building skills to provide total nutritional care of the individual patient in health care settings. Clinical experience is provided nine hours/week concurrently.

DIE 2270 Dietetics Practicum II AS

3 credits (8 lab hours)

Prerequisites: DIE 1412, DIE 1419

Corequisites: DIE 2211

This practicum accompanies DIE 2211.

DIE 2947L Dietetics Practicum III AS

3 credits (9 lab hours)

Prerequisites: DIE 2211, DIE 2270

Corequisites: DIE 2120

This practicum accompanies DIE 2120.

DIM 0001 Introduction to Diesel Engine Mechanics I PSAV

45 clock hours

This course provides instruction in shop organization, management, safety, workplace communication skills and infection control procedures essential for employment in the diesel technology industry. Work related health hazards and safe practices for the handling of chemicals are identified. Students participate in classroom activities and hands-on practice in the shop laboratory.

DIM 0002 Introduction to Diesel Engine Mechanics II PSAV

45 clock hours

This course prepares the student to recognize, identify and demonstrate the safe use of tools and equipment integrating mathematical and scientific principles in the classroom that are commonly required for performing job duties in diesel technology occupations. Students will explain and demonstrate these mathematical and scientific principles using tools and equipment in numerous hands-on shop activities.

DIM 0010 Basic Diesel Engine Systems & Service I PSAV

60 clock hours

This course will outline operating principles and construction features of the diesel engine in order to communicate diagnostic engine problems and service engines effectively. The student will identify, demonstrate and explain principles and assemblies of diesel engines in both shop and classroom environments.

DIM 0011 Basic Diesel Engine Systems & Service II PSAV

90 clock hours

This course will provide the student with techniques in troubleshooting various components, assemblies, and engine systems. These troubleshooting techniques will enable the student to perform visual, diagnostic, and mechanical repair tasks.

DIM 0013 Basic Diesel Engine Systems ■ Service III PSAV

90 clock hours

This course will engage the student in various tasks of rebuilding, removing and replacing diesel engine components. The student will diagnose, check, measure and reassemble engine components using gauges, micrometers, compression tester, visual inspection and stethoscope methods.

DIM 0151 Diesel Engine Preventative Maintenance Technician I PSAV

120 clock hours

This course will provide training in diesel engine preventive maintenance by using diagnostic techniques and manufacturer's maintenance requirements in a lab/shop environment. The student will use hands-on skills demonstrating the ability to do an oil analysis, perform mileage inspection scheduling and follow manufacturer's suggested maintenance procedures. The student will apply lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience.

DIM 0152 Diesel Engine Preventative Maintenance Technician II PSAV

120 clock hours

This course will enable the student to accurately diagnose diesel engines pertaining to preventive maintenance. The student will receive hands-on instruction in identifying the source of the problem; demonstrate the ability to follow diagnostic charts; and schedule and perform practical work on diesel engines using service manuals and manufacturer's recommendations. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0210 Diesel Power Train Technician PSAV

240 clock hours

This course will provide the necessary skills for the student to maintain and troubleshoot components and assemblies of power train systems. The student will describe common problems of components, clutches, and transmissions, and apply procedures to troubleshoot, remove, replace, and rebuild these components and assemblies using hands-on skills in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0300 Diesel Electrical/Electronics Technician I PSAV

120 clock hours

This course will introduce the student to fundamentals and principles of basic electrical theory, the operation of electrical systems, electrical component measurement and computation for diesel technology. The student will also perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. The course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0301 Diesel Electrical/Electronics Technician II PSAV

120 clock hours

This course will enable the student to apply electrical skills learned in the Diesel Electrical and Electronics Technician I course and advance to electrical component identification and working principles. The student will test, service, and repair electronic diesel systems in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. The course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0401 Diesel Hydraulics Technician PSAV

120 clock hours

This course will introduce the student to the basic principles of hydraulic pumps, motors, and hydraulic accessories. The student will identify, explain, and troubleshoot components using diagrams and test equipment by performing hands-on skills in maintaining and reconditioning hydraulic systems in the lab. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0500 Diesel Steering & Suspension Technician PSAV

120 clock hours

This course will enable the student to troubleshoot and repair conventional and hydraulic steering systems in a variety of hands-on skills including the ability to service and align axle suspensions, tractors and trailers. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0530 Diesel Brakes Technician I PSAV

120 clock hours

This course introduces the student to air, parking, and anti-braking systems. The student will identify and explain the principles of these systems and their components in a variety of hands-on skills including the ability to troubleshoot, service and recondition air brakes in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional cooperative education training.

DIM 0542 Diesel Tracks Technician PSAV

60 clock hours

This course introduces the student to diesel track systems, components and assemblies. The student will use hands-on skills demonstrating the ability to identify systems, components and assemblies and methods of maintenance and repair. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0551 Diesel Brakes Technician ■ PSAV

120 clock hours

This course introduces the student to air, parking, and anti-braking systems. The student will identify and explain the principles of these systems and their components in a variety of hands-on skills including the ability to troubleshoot, service and recondition air brakes in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0610 Diesel Heating and Air-Conditioning Technician PSAV

120 clock hours

This course introduces the student to basic heating and A/C components combined with hands-on activities of inspecting A/C systems, using diagnostic procedures involving pressure tests, removal and replacement of A/C components, and identifying types of refrigerants used. The student will demonstrate the use of recovery and reclaim systems applying EPA requirements for handling recycled refrigerants. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0700 Professional Development in Diesel Technology PSAV

30 clock hours

This course will prepare the student to enter the workplace. The student will demonstrate employability skills, and identify entrepreneurial opportunities in the diesel technology industry.

EAP 0300 Introduction to Listening and Speaking Skills

4 institutional credits (4 lecture hours)

Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT).

This course is for students whose primary language is not American English and whose test scores indicate need for training in listening and speaking skills. Emphasis is placed on improving listening comprehension, pronunciation and fluency. Graded A, B, C or N (not passing).

EAP 0360 Introduction to Grammar Foundations

4 institutional credits (4 lecture hours)

Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT).

This course prepares students for EAP Intermediate English and is for students whose primary language is not American English and whose test scores indicate need for training in grammar skills. Emphasis is placed on the tense system, parts of speech and question formation. Graded A, B, C, or N (not passing).

EAP 0382 Integrated Reading and Writing

4 institutional credits (4 lecture hours)

Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT).

This course is for students whose primary language is not American English and whose test scores indicate need for training in reading and writing skills. Emphasis is placed on reading comprehension, vocabulary development and paragraph structure. Graded A, B, C, or N (not passing).

EAP 0400 Speaking and Listening - Level I

3 institutional credits (3 lecture hours)

Prerequisite: Adequate score on the placement test and/or advisement.

This preparatory course features in-class and laboratory experiences that will enable students to improve their speaking and listening skills. Standard English pronunciation, stress, intonation and idiom, as well as differences in non-verbal communication will be taught and applied. A variety of social, professional and academic experiences will be emphasized. Graded A, B, C, or N (not passing).

EAP 0420 Intermediate Reading

3 institutional credits (3 lecture hours)

Corequisite: SLS 1501

This course is for students whose primary language is not American English and whose placement test scores indicate the need for instruction in basic vocabulary, study, and literal comprehension skills. The emphasis of this course will be on establishing the foundation for academic literacy. Graded A, B, C, or N (not passing).

EAP 0480L International Student Lab I

3 institutional credits (3 lab hours)

Prerequisites: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 0-54.

This lab prepares students for Level II and is an integrated lab designed for international students whose primary language is not English. The lab will focus on speaking, listening, reading, and grammatical skills through interactive computer software programs. Graded A, B, C, or N (not passing).

EAP 0484 Intermediate English

3 institutional credits (3 lecture hours)

Corequisite: SLS 1501

This course is designed for students whose primary language is not American English and whose placement test scores indicate the need for instruction in basic grammar, sentence structure, punctuation and usage. The course emphasizes the writing of short, simple paragraphs. Graded A, B, C, or N (not passing).

EAP 1500 Speaking and Listening - Level II

3 institutional credits (3 lecture hours)

Prerequisite: Successful completion of EAP 0400 or placement testing and advisement.

This preparatory course, a continuation of EAP 0400 will provide students with in-class experience to continue their development of listening and speaking skills. It will include continued development of English pronunciation skills and vocabulary, note taking, class discussion, and participation in a variety of informal and formal presentation situations including group discussion, making individual and group presentations, speaking persuasively, and defending an opinion. Graded A, B, C, or N (not passing).

EAP 1520 High Intermediate Reading - Level II

3 institutional credits (3 lecture hours)

Prerequisite: A College Placement Test (CPT) score of 55 to 68 or successful completion of EAP 0420

Corequisite: SLS 1501

This course is designed for students whose primary language is not American English and whose placement test scores indicate the need for intensive training in academic reading skills. The emphasis in this course will be on reading comprehension with additional exercises in listening and speaking skills. Graded A, B, C, or N (not passing).

EAP 1580L International Student Lab II

3 institutional credits (3 lab hours)

Prerequisite: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 55-68, or successful completion of EAP 0480L.

This lab prepares students for Level III and is an integrated lab designed for international students whose primary language is not English. The lab will focus on speaking, listening, reading, and grammatical skills through interactive computer software programs. Graded A, B, C, or N (not passing).

EAP 1584 High Intermediate English

3 institutional credits (3 lecture hours)

Prerequisites: CPT score of 55 or completion of EAP 0484

Corequisite: SLS 1501

This course is designed for students whose primary language is not American English and whose placement scores indicate the need for instruction in composing grammatically correct sentences and fully developed paragraphs using a variety of sentence types and rhetorical modes. It also covers more advanced vocabulary. (Graded A, B, C, or N (not passing).

EAP 1620 Advanced Reading

3 institutional credits (3 lecture hours)

Prerequisites: CPT score of 69 or above or successful completion of EAP 1520 or REA 0001

Corequisite: SLS 1501

This course is designed for students whose primary language is not American English and whose placement test scores indicate a need for the development of critical thinking skills through academic readings. Students will have the opportunity to read short, authentic English/American works. Exercises and class discussions develop listening and speaking skills. Graded A, B, C, or N (not passing).

EAP 1680L International Student Lab III

3 institutional credits (3 lab hours)

Prerequisite: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 69-82, or successful completion of EAP 1580L

This integrated lab is designed for international students whose primary language is not English. The lab focuses on speaking, listening, reading, and grammatical skills through interactive computer software programs. Graded A, B, C, or N (not passing).

EAP 1684 Advanced English

3 institutional credits (3 lecture hours)

Prerequisites: CPT score between 69 and 82 or above successful completion of EAP 1584 or ENC 0001

Corequisite: SLS 1501

This course is designed for students whose primary language is not American English and whose placement scores indicate the need for instruction in writing coherent, unified paragraphs then using them to build effective essays. Graded A, B, C, or N (not passing).

ECO 2013 Principles of Macroeconomics AA

3 credits (3 lecture hours)

Supply and demand, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies. Gordon Rule writing requirement minimum 2,000 words and a demonstration of computer application is required. A grade of C or higher is required for this course to be used as a General Education course. Distance learning section may be available.

ECO 2023 Principles of Microeconomics AA

3 credits (3 lecture hours)

Cost and revenue analysis, nature of markets (perfect competition, monopoly, oligopoly and monopolistic competition), and application of basic tools of economic analysis and public policy issues. Distance learning section may be available.

EDF 1030 Behavior Management in the Classroom AA

3 credits (3 lecture hours)

Structured teaching, applied behavior analysis; principles derived from learning laboratory to educational and social behavioral problems. Provides teachers, counselors and special educators seeking re-certification strategies of classroom behavior management.

EDF 1949C Co-op: Education I AA

3 credits (1 lecture hour, 10 lab hours)

This coordinated work-study program reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area.

EDF 2005 Foundations in Education AA

3 credits (3 lecture hours)

This course is an introduction to the nature of teaching in public schools in the United States. Topics included are: planning and preparation for teaching; roles and responsibilities of teachers; relationships between schools and society; organization, financing and control of public schools; historical perspectives; and the aims and objectives of education as a social institution. Fifteen hours of observation, to be arranged with your instructor, are required for this course. A one time fingerprint fee of \$84.00 is paid by the student to the School District of Palm Beach County before any observation can be scheduled (not part of initial course fee payment).

EDF 2949C Co-op Education II AA

3 credits (1 lecture hour, 10 lab hours)

Prerequisite: EDF 1949C

This course follows EDF 1949C.

EDG 1311 Education Practicum I AS

3 credits (15 lab hours)

Prerequisites: EEC 1001, EEC 1200, EEC 1311, EEC 1214

This course provides the student with experience teaching in an approved early childhood classroom under the supervision of trained and approved instructors.

EDG 1312 Education Practicum II AS

3 credits (15 lab hours)

Prerequisites: EDG 1311

This course is a continuation of EDG 1311. The student continues to work in the classroom planning activities and supervising children. In addition, emphasis is placed on the administrative responsibilities of operating a child care program; i.e., staff meetings, personnel records, staff evaluation, etc.

EDG 2701 Teaching Diverse Populations AA

3 credits (3 lecture hours)

Prerequisite: EDF 2005

This course is designed to introduce prospective educators to: (a) the value of diversity in American society; (b) various concepts and meanings of diversity; (c) manifestations of diversity in the U.S.; and (d) the role of education in developing, extending and utilizing diversity. Future teachers will become more sensitive to the needs of their diverse student populations and can move toward determining ways in which they could adapt or modify their teaching to a population with diverse abilities, learning characteristics and motivational styles. Fifteen hours of observation arranged with your instructor are required for this course. A one time fingerprint fee of \$84.00 is paid by the student to the School District of Palm Beach County before any observation can be scheduled (not part of initial course fee payment).

EDP 2002 Introduction to Educational Psychology AA

3 credits (3 lecture hours)

Prerequisite: PSY 2012 or permission of the instructor

This course examines the psychological basis of educational theory and practice. Topics of study include developmental theories, psychological perspectives of the teaching-learning process, instructional design and program evaluation.

EEC 1001 Introduction to Early Childhood Education AA

3 credits (3 lecture hours)

This course focuses on theories, philosophies, programs, and methods in Early Childhood Education.

EEC 1003 Introduction to School Age Child AS

3 credits (3 lecture hours)

This course provides an orientation to school age child care, including the philosophy, purpose and social/cultural context of after-school and other programs for school age youth. An examination of program models, including staff roles, program planning, quality improvement, and interaction with children, families and community will be presented.

EEC 1006 Montessori Philosophy AS

3 credits (3 lecture hours)

Theory of Montessori method including evolution; relationship to Piaget, Erikson, Kohlberg, Vygotsky, and others; sensitive periods of development; role of teacher as director, prepared environment; and process of normalization.

EEC 1200 Early Childhood Curriculum I AS

3 credits (3 lecture hours)

This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials for art, music, sensorial and language and in methods of presentation in order to guide children in the proper use of these materials.

EEC 1214 Early Childhood Curriculum III AS

3 credits (3 lecture hours)

This course is designed to instruct students in the preparation of learning centers, in the choosing and constructing of learning materials, and in the methods of presentation to children in the curriculum areas of music, art, dramatic play, and fine and gross motor skills.

EEC 1301 Introduction to High/Scope AS

3 credits (3 lecture hours)

This course will introduce the student to the High/Scope approach to early childhood education by providing an overview of the High/Scope approach.

EEC 1311 Early Childhood Curriculum II AS

3 credits (3 lecture hours)

This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials in the subject areas of mathematics, science, daily living, social studies and computer programs, and in methods of presentation in order to guide children in the proper use of these materials.

EEC 1522 Infant/Toddler Environments AS

3 credits (3 lecture hours)

The purpose of this course is to provide students an opportunity to study the infant/toddler care giving environment including the organization of space, interaction, activities, scheduling, and providing for staff and parents.

EEC 1523 Overview of Child Care Center Management AS

3 credits (3 lecture hours)

This course will meet the educational coursework requirement for the Foundational Level or one of the four curriculum areas approved for the Advanced Level of the Florida Child Care and Education Administrator Credential. This course will provide the child care administrator with a knowledge base and the opportunity to develop skills to effectively manage a quality child care program. This course is a competency-based course comprised of three content areas: Administrative Organization, Financial and Legal Issues and Child Care and Education Programming.

EEC 1601 Observation and Assessment in Early Childhood AS

3 credits (3 lecture hours)

This course is designed to provide the child care professional with an overview of the importance of observation and assessment in planning developmentally appropriate programs for young children. The course covers the use of a variety of observation methods and developmentally appropriate assessment practices and instruments. Off campus observations are required.

EEC 1603 Positive Guidance and Behavior Management in School Age Child Care AS

3 credits (3 lecture hours)

This course explores positive guidance techniques and behavior management strategies for school age child care providers. Child centered approaches, self management techniques and conflict resolution strategies will be presented to establish an environment of respect, cooperation and social competence.

EEC 1700 Development of the School Age Child AS

3 credits (3 lecture hours)

Prerequisite: DEP 2102

This course explores the physical, cognitive, and psychosocial development of children during the school age years. Major theories, research, concepts and principles relevant to physical, emotional, social, and mental growth will be presented. Observation of children between the ages of 5 and 12 provides for application of theories.

EEC 2002 Child Care and Education Organization Leadership Management AS

3 credits (3 lecture hours)

This course is a requirement for the Florida Child Care and Education Program Administrator Credential-Advanced Level. Focus is on the major responsibilities of a childcare and education program administration in creating and sustaining an effective organizational structure in a childcare and education setting. Topics include organizational structure and dynamics, ethics and professionalism; personnel policies and procedures; leadership; staff development, evaluation and retention.

EEC 2202 Child Care and Education Programming AS

3 credits (3 lecture hours)

This course is a requirement for the Florida Child Care and Education Program Administrator Credential-Advanced Level. Topics include developmentally and culturally appropriate environment and curriculum; professional standards; child observation, assessment, documentation and referral; health, safety and nutrition practices; alliances and families.

EEC 2204 Developing Curriculum for Infants and Toddlers AS

3 credits (3 lecture hours)

The caregiver learns to match caregiver strategies and child development for specific age ranges. The student learns the developmental profiles and characteristics of infants/toddlers in a specific age range, lists materials, and learns strategies which may be used with individual children to promote development.

EEC 2271 Teaching Children with Special Needs AS

3 credits (3 lecture hours)

A survey of information regarding children with special needs, including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues.

EEC 2407 Social-Emotional Growth and Socialization in Infants and Toddlers AS

3 credits (3 lecture hours)

The purpose of this course is to provide students an opportunity to utilize their knowledge and understanding of infant/toddler growth and development to foster social and emotional development in the infant and toddler. The student will learn to create nurturing relationships with the children in their care.

EEC 2521 Child Care and Education Financial and Legal Issues AS

3 credits (3 lecture hours)

This course is a requirement for the Florida Child Care and Education Program Administrator Credential-Advanced Level. Topics include financial planning and ongoing monitoring; budgeting and accounting; compensation and benefits; facilities and equipment; financial resource development and marketing; technology and recording keeping; legal obligations, tax law, insurance and licensure; regulatory requirements; and personnel law.

EEC 2530 Montessori Curriculum I AS

3 credits (3 lecture hours)

Prerequisite or corequisite: EEC 1006

Introduces learning materials for daily living (practical life) and language areas of the Montessori early childhood level classroom. Lecture, discussion, demonstration of materials. Students should also enroll in Montessori Curriculum Lab I through Career and Technical Education.

EEC 2532 Montessori Curriculum II AS

3 credits (3 lecture hours)

Prerequisites: EEC 1006

Continuation of EEC 2530. Learning materials in sensorial and mathematics areas of a Montessori early childhood level classroom are introduced. Lecture, discussion, demonstration of materials. Students should also enroll in Montessori Curriculum Lab II through Career and Technical Education.

EEC 2710 Conflict Resolution in Early Childhood AS

3 credits (3 lecture hours)

Students will learn how to create safe, caring, and respectful environments for young children and their families, using techniques such as reflective listening, trust-building, and problem solving, to foster empathy, impulse control, and anger management in young children. Students will also learn to develop conflict resolution, violence prevention, and peace education programs for children and families.

EEC 2731 Health, Safety, and Nutrition for the Young Child AS

3 credits (3 lecture hours)

This course provides an overview of the fields of health, safety, and nutrition as they relate to the young child and his/her family. Emphasis is placed on learning to incorporate current concepts in health, safety, and nutrition into a quality childcare setting.

EEC 2940 Montessori Teaching Practicum I AS

3 credits (20 lab hours)

Teaching experience in approved Montessori early childhood level classroom under the supervision of approved instructors.

EEC 2941 Montessori Teaching Practicum II AS

3 credits (20 lab hours)

Continuation of EEC 2940.

EEC 2943 Infant/toddler Practicum I AS

3 credits (20 lab hours)

Prerequisites: CHD 1110, EEC 1522, EEC 2407

This course is designed to provide an initial teaching experience in approved infant/toddler classrooms under the supervision of approved instructors.

EEC 2946 Infant/toddler Practicum II AS

3 credits (20 lab hours)

Prerequisites: CHD 1110, EEC 1522, EEC 2407

Core Courses in Child Development and Education This course is designed to provide a second level teaching experience in approved infant/toddler classrooms under the supervision of approved instructors.

EEC 2948 Child Care Center Management Practicum I AS

3 credits (20 lab hours)

Prerequisites: EEC 2202, EEC 2002, EEC 2521

This course will provide the Administrator (or aspiring early childhood administrator) the opportunity to put theory into practice in their prospective centers and programs under the supervision of approved college instructors.

EEC 2949 Child Care Center Management Practicum II AS
3 credits (20 lab hours)*Prerequisites:* EEC 2202, EEC 2002, EEC 2521, EEC 2948

This course will be given the Spring Semester and will provide the Administrator (or aspiring early childhood administrator) the opportunity to put theory into practice in their prospective centers and programs under the supervision of approved college instructors. This course is a continuation of Child Care Center Management Practicum I.

EET 1015C DC Circuits AAS

4 credits (3 lecture hours, 2 lab hours)

Corequisites: MAT 1033

This course introduces the underlying principles of electronics that have contributed to advances in the fields of radio, television, computers, medical and aerospace electronics. The fundamental laws and theorems governing DC electricity will be applied to basic series and parallel circuits. Laboratories utilize professional equipment to reinforce and apply theory.

EET 1025C AC Circuits AAS

4 credits (3 lecture hours, 2 lab hours)

Prerequisites: EET 1015 and EET 1015L or EET 1015C and MAT 1033

This course introduces the study of alternating current and voltage and examines its uses in applications such as motors, electrical power and filters. Theory is reinforced and supplemented using professional test equipment and simulations.

EET 2121C Electronics I AAS

4 credits (3 lecture hours, 2 lab hours)

Prerequisites: EET 1025 and EET1025L or EET 1025C

This is an introductory course in solid-state electronic components - their characteristics and applications. Diode theory, regular and special purpose diodes, transistor theory, and biasing techniques are covered. Use of commonly available components in practical circuits will be emphasized. Laboratories utilize professional equipment to reinforce and apply theory.

EET 2122C Electronics II AAS

4 credits (3 lecture hours, 2 lab hours)

Prerequisites: EET 2121 and EET 2121L or EET 2121C

This course is a continuation of EET 2121. FETs, frequency response, operational amplifiers, filters oscillators, and power supplies are examined. The emphasis placed on circuits employing the widely used 741-op amp and the 555 timer give this course practical value. Laboratories utilize professional equipment to reinforce and apply theory.

EET 2322C Communication Electronics AAS

4 credits (3 lecture hours, 2 lab hours)

Prerequisites: EET2121 and EET2121L or EET2121C*Corequisites:* EET 2122 and EET2122L or EET2122C

Introductory communications course for technicians. Covers microwave, HDTV, cellular telephone systems, digital communications, satellite communications, amplitude modulation and demodulation; frequency modulation; digital techniques in radio and data communications; modems, local area networks, including hardware and software; Ethernet LANs; and optical systems.

EET 2515C DC and AC Motors and Generators AAS

4 credits (3 lecture hours, 2 lab hours)

Prerequisites: EET1025 and EET 1025L or EET 1025C

This course provides a practical understanding of the machines that generate, transform and use electrical power, including DC motors and generators, and single and three phase AC motors and motor control devices. Extensive lab work will include work on 3 phase and DC motor speed control and motor efficiency.

EET 2942 Electronics Engineering Technology Internship I AAS

3 credits (14 lab hours)

Prerequisites: EET 1015C, EET 1025C

This is a work-study course designed to reinforce the educational growth of the student through practical work experience in the electronics industry. Additionally the course will examine selected workplace human resources issues including compensation and other benefits.

EET 2943 Electronics Engineering Technology Internship II AAS

3 credits (14 lab hours)

Prerequisites: EET 2942, EET 1015C, EET1025C

This is a work-study course designed to reinforce the educational growth of the student through practical work experience in the electronics industry. Additionally the course will examine selected workplace human resources issues including employee rights, labor relations and collective bargaining. It is a continuation of Electronics Engineering Technology Internship I.

EEV 0793 Communication and Documentation PSAV

60 clock hours

Subjects include logging of data, writing technical reports, writing technical memoranda, verbal communications, specification reading and interpretation, graphical presentations.

EEV 0810 Introduction to DC Circuits PSAV

100 clock hours

Subjects include free electrons, electromotive force, static electricity, current flow, resistance, thermal coefficient of resistance, Ohm's Law, series circuits, parallel circuits, conductor resistance, metric prefixes, ammeter, voltmeter, ohmmeter, power, energy, Conductance, color codes, troubleshooting techniques, variable resistors, rheostats, potentiometers.

EEV 0811 Advanced DC Circuits PSAV

120 clock hours

Subjects include multi-loop circuits, multi-node circuits, voltage source concept, current source concept, Thevenin Theorem, Norton Theorem, R-C Circuits, R-L Circuits.

EEV 0812 AC Circuits PSAV

100 clock hours

Subjects include series capacitor circuits, parallel capacitor circuits, phase shift, leading current, series and parallel inductive circuits, series resonance, parallel resonance, RLC circuits, circuit quality, bandwidth, transformers, power supplies, differential and integrator circuits, filter circuits, polyphase circuits, reactive power, power factor, motor and generator theory.

EEV 0813 Electronic Devices PSAV

90 clock hours

Subjects include conventional and special purpose diodes, rectifier circuits, semi conductor theory, bipolar transistors, field effect transistors, MOS technology, thyristors, controlled rectifiers, transient voltage protectors, introduction to digital circuits, thermal effects, biasing methods, single stage amplifiers, common emitter circuits, output impedance, input impedance, photo effect devices, (emitters and receivers), OPTO couplers.

EEV 0814 Analog Circuits PSAV

200 clock hours

Includes multi-stage amplifiers, linear integrated circuits, input/output impedance, regulated power supplies, differential amplifiers, operational amplifiers, active filters, oscillators, opto-device circuits, cathode ray and liquid crystal fundamentals.

EEV 0815 Logic Circuits PSAV

140 clock hours

Includes pulse generators, logic elements (and, or, not, nor, nand, xor), truth tables, flip flops, gates, registers, half space adders, full adders, counters, clocks, coders/decoders, multiplexers, digital to analog conversion, analog to digital conversion, arithmetic/logic units.

EEV 0816 Microprocessor Fundamentals PSAV

180 clock hours

Subjects include microprocessor architecture, analyzing instruments, analyzing techniques, input/output devices, programming fundamentals, assembly language operations, machine language, subroutines, interrupts, instruction sets.

EEV 0821 Soldering and Lab Practices PSAV

70 clock hours

Subjects include mechanics of solder and solder joints, flux types, soldering irons, temperatures, wire and component terminations, assembly techniques, single and double sided printed circuits, heat transfer, thermal mass, solder removal, coating removal, repair of laminates, repair of damaged conductors and thru holes.

EEV 0840 Computer Language PSAV

60 clock hours

Includes computer organization, Windows, DOS, spreadsheets, word processor, data base, use of flexible disks, compact disks, printers.

EEV 0850 Digital Mathematics PSAV

30 clock hours

This course includes numbering systems (binary, octal, hexadecimal), two's complement, arithmetic, decimal/binary conversions, elements of Boolean algebra.

EEV 0851 Introduction to Engineering Math and Science PSAV

40 clock hours

Subjects include algebra (solve for single unknown), use of a calculator, reciprocals and their manipulation; atomic structure, molecular structure; temperature measurement; thermal effects on volume, humidity, chemical activity and pressure in a container, simple graphing, energy and power measurements.

EEV 0852 Math and Science PSAV

60 clock hours

Course includes algebra (simultaneous equations), magnetism, inductors, exponential rise and decay, time constant, determinations and Lenz's Law.

EEV 0853 Advanced Math and Science PSAV

40 clock hours

This course includes understanding of wave motion, frequency, period phase and amplitude of waves, peak, average and RMS values, functions of sin, cos and tangent; inverse functions, rectangular and polar coordinates; square and triangular waves and decibel calculations.

EEV 0855 Math and Science Verification PSAV

70 clock hours

Includes verification of retention of all previous math and science subjects, reviews as required. (This course is included in order to conform with 1-150303 funding requirement Level D.)

EGN 1002C Introduction to Engineering AA

3 credits (2 lecture hours, 2 lab hours)

Corequisite: MAC 1105

This course is an introduction to the basic concepts and tools of the various engineering disciplines. A multidiscipline, collaborative approach in which the students build and test various devices and report findings both in paper and presentation form using various computer applications.

EGS 1111C Engineering Graphics AS

3 credits (2 lecture hours, 4 lab hours)

Prerequisite: ETD 1100C or equivalent. ETD 1320C recommended
Orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs, points, lines and planes and relation to graphical language.

EGS 2310 Statics AA

3 credits (3 lecture hours)

Prerequisites: PHY 2053 and MAC 2311

Mechanics; force systems, coplanar and noncoplanar; concurrent, noncurrent; equilibrium; distributed forces, moments of inertia; and structures are emphasized.

EME 2040 Introduction to Educational Technology AA

3 credits (3 lecture hours)

Prerequisite: EDF 2005

This course will provide introduction to the various educational technologies available to prospective classroom teachers for use in the development and delivery of improved instruction. The technologies and accompanying materials will be demonstrated and used in a wide variety of subjects and grade levels.

EMS 1119 Emergency Medical Technician Basic (Lecture) ATD

6 credits (6 lecture hours)

Prerequisites: TABE Level "D" score of 10, Limited Access program application, Red Cross or AHA BLS for Health Care Provider (CPR)
Corequisites: EMS 1119L and EMS 1431

A certificate program designed to instruct a person to the level of Emergency Medical Technician-Basic. The completion student will be prepared to take state licensing test and attain employment as a pre-hospital provider of basic emergency medicine with a provider.

EMS 1119L Emergency Medical Technician Basic (Lab) ATD

3 credits (6 lab hours)

Corequisites: EMS 1119, EMS 1431

This class presents practical application of the didactic instruction received in EMS 1119 to include medical-legal-ethical aspects, techniques of CPR, automatic external defibrillators, extrication, management of trauma and medical emergencies and administration of appropriate emergency medical care.

EMS 1331 Aeromedical Transport AS

3 credits (3 lecture hours)

Prerequisites: Licensure as paramedic, registered nurse, physician, respiratory therapist, or American Heart Association ACLS certification

Dynamics of flight physiology, history of medical flight, safety and orientation for rotor wing and fixed wing aircraft. Communication, rules and regulations, aircrew fitness, search and rescue, survival and effects of air transport on patient conditions.

EMS 1431 EMT-Basic Hospital and Field Experience ATD
2 credits (6 clinical hours)

Corequisites: EMS 1119, EMS 1119L

This class is designed to provide the EMT-Basic student with exposure to pre-hospital emergency medicine, with an emphasis on the knowledge and skills presented in EMS 1119 and EMS 1119L. Under the direct supervision of an assigned preceptor or professional paramedic, the EMT-Basic student will be able to practice in the local emergency departments and rescue agencies the knowledge and skills presented in EMS 1119 and EMS 1119L. The student will also observe the 911 Dispatch and Communication Center as well as local air trauma transport units.

EMS 2620C Paramedic I PSVC, AS

12 Credits (276 contact hours)

Prerequisites: Florida Emergency Medical Technician Basic Certification or eligibility by end of EMS2620C

Corequisites: EMS 2664 Paramedic Clinical I

This is the first course in the National Paramedic Curriculum. This course includes both didactic and laboratory components. EMS 2620C will cover Modules I, II, III, and V of the Department of Transportation National Paramedic Curriculum, as well as a review of general human anatomy and physiology. The student will also review effective communications strategies for patients of all ages. The laboratory complement of EMS 2620C will cover the psychomotor skills related to the modules listed above. There will be a comprehensive review and assessment of Basic Life Support skills including effective cervical/spine immobilization, splinting, and long bone fracture immobilization. Scenario based preparatory sessions will assist in the formation of sound clinical/field internship skills and decision-making.

EMS 2621C Paramedic II PSVC, AS

10 Credits (222 contact hours)

Prerequisites: EMS 2620C and EMS 2664

Co-requisites: EMS 2665, EMO 0030, and EMO 0142

This is the second course in the National Paramedic Curriculum. This course includes both didactic and laboratory components. EMS 2621C will cover Modules IV: Trauma Emergencies and V: Medical Emergencies of the Department of Transportation National Paramedic Curriculum. As well, this course offers additional certifications in Advanced Cardiac Life (ACLS) and Basic Trauma Life Support (BTLS) based upon and issued, upon successful completion of national standardized curriculum via the American Heart Association and Basic Trauma Life Support International. Students must successfully complete the AHA-ACLS and BTLSI-BTLS within this course, to pass EMS 2621C. The laboratory complement of EMS 2621C will cover the psychomotor skills related to the modules listed above. These skills will include: Module IV, Trauma Emergencies, Module V, Medical Emergencies, ACLS, and BTLS.

EMS 2622C Paramedic III PSVC, AS

8 credits (4 lecture hours, 5 lab hours)

Prerequisite: EMS 2621C

This is the third course in the National Paramedic Curriculum. This course includes both didactic and laboratory components. EMS 2622C will cover Modules V and VI of the National Paramedic Curriculum. Additional certifications in Basic Trauma Life Support and Advanced Pediatric Life Support will be issued upon successful completion of national standardized curriculum via BTLS International and American Heart Association. The laboratory complement of EMS 2622C will cover the psychomotor skills related to the modules listed above. These skills will include: Module IV, Trauma Emergencies, Module V, Medical Emergencies, BTLS and PALS.

EMS 2659 Paramedic Field Internship PSVC, AS

8 credits (256 contact hours / 16 week term)

Prerequisites: EMS 2620C, 2664, 2621C, and 2665, EMO 0300 and EMO 0142

Co-requisites: EMS 2622C and NGO 0175

This is the third and final internship rotation for the Paramedic Program. One hundred percent (100%) of the student's time will be in the pre-hospital EMS field, responding on Advanced Life Support emergency vehicles, under the direction of a Paramedic Preceptor. A Paramedic Program Clinical Instructor will serve as the liaison between the EMS provider agency and the Paramedic Program staff at P.B.C.C. During this final rotation, the Paramedic Intern is to be evaluated on all aspects of the program / curriculum in the role of an "EMS Team Leader". The Paramedic Preceptor will evaluate the Intern's performance on each call, make & record observations and intervene only when required to assure proper standards of care.

EMS 2664 Paramedic Clinical I PSVC, AS

3 credits (128 contact hours / 8 week term)

Prerequisites: Florida Emergency Medical Technician Basic Certification or eligibility by end of EMS 2620C;

Corequisites: EMS 2620C

This is the first internship rotation for the Paramedic Program. It MUST be taken during the first term and concurrent with EMS 2620C. The Paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors.

EMS 2665 Paramedic Clinical II PSVC, AS

3 credits (160 contact hours / 16 week term)

Prerequisites: EMS 2620C, EMS 2664;

Corequisites: EMS 2621C, EMO 0300, EMO 0142

This is the second internship rotation for the Paramedic Program. It MUST be taken during the second term and concurrent with EMS 2621C. The paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors.

ENC 0001 College Prep English I

3 institutional credits (3 lecture hours)

Corequisite: SLS 1501

This course prepares students for ENC 0010. It emphasizes the construction and expansion of sentences for standard paragraph form with individual grammar review as needed. Graded A, B, or N (Not Passing).

ENC 0010 College Prep English II

3 institutional credits (3 lecture hours)

Prerequisite: A College Placement Test (CPT) score of 61 or above or successful completion of ENC 0001

Corequisites: SLS 1501

This course prepares students for ENC 1101. It emphasizes basic writing skills necessary to construct coherent paragraphs and essays in the rhetorical modes with individual grammar review as needed. Graded A, B, C, or N (Not Passing).

ENC 1101 College Composition I AA

3 credits (3 lecture hours)

Prerequisite: ENC 0010 or adequate score on placement exam

Course includes fundamentals of expository writing, rhetorical patterns and a review of mechanics, syntax and grammar. After successfully completing this course, students should demonstrate strategies in planning and drafting an essay, developing a thesis, using effective diction and sentence structure, using conventional syntax and observing conventions of Standard English. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement required: 6,000 words.

ENC 1102 College Composition II AA

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Course teaches skills and techniques for critical, persuasive and research writing. Also included are styles and tone of non-fiction and interpretation of literature. After successfully completing the course, students should demonstrate increased proficiency in writing; analyze and compose non-fictional prose; and write persuasive, critical and research essays. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 7,000 words.

ENC 1104 CLAST Review: Essay Skills AA

1 credit (1 lab hour)

Prerequisite: A score below the state-mandated passing level on the essay subtest of CLAST

This course is designed for students who need an intensive review in college-level essay writing as a preparation for the CLAST. The CLAST essay objectives will be emphasized. Graded Passing or Not Passing (P or N).

ENC 1121 Honors College Composition I AA

3 credits (3 lecture hours)

Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing

This course is designed for students with mastery of English fundamentals and proficiency in communications skills. It includes a sophisticated approach to reading and writing with emphasis on critical thinking. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 6,000 words.

ENC 1122 Honors College Composition II AA

3 credits (3 lecture hours)

Prerequisite: ENC 1121 or recommendation of ENC 1101 instructor

This course is an advanced composition course emphasizing creative expression and critical thinking. It is a continuation of ENC 1121. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 7,000 words.

ENC 1131 CLAST Review: Writing Skills AA

1 credit (1 lab hour)

This course reviews college-level grammar and writing skills for students who need to take the English language skills subtest of the CLAST. Sentence structure, usage, and word-choice skills will be stressed as explained in the CLAST objectives. Graded Passing or Not Passing (P or N).

ENC 1141 Writing about Literature AA

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

This course, recommended for potential English majors, is designed to develop abilities to analyze and interpret short stories, novels, plays and poems and to write about these literary forms critically, responsively, and persuasively. This course is accepted for transfer as part of a completed AA degree. A grade of C or higher is recommended for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 7,000 words.

ENC 1151 Applied Communications AS

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Technical writing offers critical work in preparation of manuals, reports and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. Written work: 7,000 words.

ENL 2012 English Literature Before 1800 AA

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Students will study writings produced in the British Isles from the beginnings to 1800 and work on developing appreciation for major writers and their influences. Concurrently, students will focus on reading, interpreting and discussing the literature critically. Through this process, students will have deepened understandings of what being human means. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 3,000 words.

ENL 2012 Honors English Literature Before 1800 AA

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121 and cumulative 3.5 GPA.

Honors components included in this course version.

ENL 2022 English Literature After 1800 AA

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Students will study writings produced in the British Isles from 1800 to the present and work on developing an appreciation for major writers and their influences. Concurrently, students will focus on reading, interpreting and discussing the literature critically. Through this process, students will have deepened understandings of what being human means. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 3,000 words.

ENL 2022 Honors English Literature After 1800 AA

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121 and cumulative 3.5 GPA

Honors components included in this course version.

EST 2542C Programmable Controllers AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: EET 1015

Introduction to industrial controllers, how to program and applications to industrial processes.

ETD 0071 Blueprint Reading PSAV

150 clock hours

This course introduces students to the technology and graphic skills necessary to become familiar with the drafting industry. This course will cover basic drafting skills and fundamental computer skills.

ETD 0073 Drafting I PSAV

250 clock hours

This course provides students with an understanding of the properties, uses and limitations required in the drafting profession. Emphasis is on the recognition of various parameters to completing drafting tasks.

ETD 0138 Cartographic Drafting PSAV

300 clock hours

This course prepares students to develop techniques to draft and interpret topographical maps and plat-views of highway projects. A study of computer-aided drafting related to civil engineering applications will apply.

ETD 0530 Architectural Drafting I PSAV

150 clock hours

This course enables students to interpret graphic and written communications. Emphasis is on actual architectural engineering working drawings and specifications for designed and built residential and commercial projects.

ETD 0531 Architectural CAD Drafting PSAV

200 clock hours

This specialty course prepares students for a career as a CAD technician with the ability to prepare drawings in all aspects of architecture.

ETD 0532 Architectural Drafting II PSAV

250 clock hours

This course prepares students to do residential, multi-family and small commercial drawings. Problems presented have varied material and structural systems. Emphasis is on building codes and costs.

ETD 0540 Civil Drafting PSAV

600 clock hours

This course focuses on developing competence in drafting structural and civil drawings. Emphasis is on interpreting field data to produce highway construction drawings and specifications.

ETD 0542 Structural Drafting PSAV

300 clock hours

This course is a final component of Structural Drafting. It provides the skills necessary to develop the ability in preparing "finished" drawings for customers.

ETD 0601 Electrical Drafting PSAV

600 clock hours

This course will provide the student with basic electrical knowledge and skills to draft machine controls and circuits for home and commercial projects (i.e., electrical hardware and control schematics).

ETD 0622 Electronic Drafting PSAV

600 clock hours

This course provides the student with basic knowledge of electrical circuits, solid state devices and basic power supplies. It is designed to present, through actual practice, the elements of electronic drafting and fabrication.

ETD 0700 Mechanical Drafting I PSAV

200 clock hours

This course is designed to provide students with the practice of engineering drafting. Emphasis is on working drawings and progressing to engineering drawings in specialized areas.

ETD 0701 Mechanical CAD Drafting PSAV

500 clock hours

This course prepares students for a career as professional CAD technicians. The disciplines covered emphasize the latest technology for rendering in the three dimensions of surface modeling.

ETD 0702 Mechanical Drafting II PSAV

600 clock hours

This course is a comprehensive overview of the principles and practices of mechanical drafting, beginning with the basics and progressing to the completion of production drawings.

ETD 1100C Introduction to Technical Drawing AS

3 credits (2 lecture hours, 2 lab hours)

Corequisite: ETD 1320C

Technical drawing is a means of communication that is essential to our modern technological world as the written and spoken word. It has been said many times that "A good picture is worth a thousand words." Introduction To Technical Drawing has been designed for those students who realize this need. As a beginning of a foundation for future drawing experience or just as part of one's general background education, this course will be of great benefit.

ETD 1320C Introduction to Computer Drafting AS

3 credits (2 lecture hours, 2 lab hours)

Corequisite: ETD 1100C or equivalent

Introduces concepts and use of computer-aided drafting systems as applied to Design and Drafting Technology. Hands-on experience with AUTOCAD is the major part of the course. The course shows how to use AUTOCAD to set up drawings and add lines, circles, arcs, other shapes, geometric constructions, and text.

ETD 1461C Mechanical Design I AS

4 credits (3 lecture hours, 2 lab hours)

Prerequisite: ETD 1320C

The objective of this course is to develop a proficiency in the fundamentals of basic mechanical design including: (1) machine tool and manufacturing processes, (2) tolerancing, (3) threads and fasteners, (4) descriptive geometry and (5) axonometric and oblique projections.

ETD 1528C Mechanical Design II AS

4 credits (3 lecture hours, 2 lab hours)

Prerequisite: ETD 1461C

Corequisites: ETD 2352C

The objective of this course is to develop proficiency in the fundamentals of mechanical design including (1) design concepts, (2) document and detail drawings and (3) integration and use of mechanical design computer software.

ETD 1614C Electronic Drafting AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ETD 1100C

Corequisites: ETD 1320C

The objective of this course is to develop proficiency in the fundamentals of electronic drafting including: (1) device symbols, (2) wiring, cabling and chassis drawing, (3) flow and logic diagrams, (4) printed circuit boards, (5) schematic drawings, (6) microelectronic drawings.

ETD 1620C Electrical Drafting AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ETD 1100C

Corequisites: ETD 1320C

The objective of this course is to develop proficiency in the fundamentals of electrical drafting including (1) industrial controls, (2) electrical power field, (3) electrical drawings from architecture and (4) graphical data representation.

ETD 2331C AutoLISP AS

2 credits (2 lecture hours, 2 lab hours)

Prerequisites: ETD 1320C, ETD 2350C

Introduces use, programming and debugging AutoLISP programs.

ETD 2332C Customizing AUTOCAD AS

2 credits (2 lecture hours, 2 lab hours)

Prerequisites: ETD 1320C, ETD 2350C

Operation, setup, editing, debugging menus, scripts, slides, fonts, hatch patterns and LISP routines. Includes DOS editors, flowcharting and debugging.

ETD 2350C Advanced Computer Drafting AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ETD 1320C or equivalent experience

Continuation of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical). Students will learn to use AUTOCAD to draw and edit polylines, set layers, linetypes, and colors; dimension drawings; create section lines and graphic patterns; design symbols and attributes for multiple use, and make basic 3-D drawings. Drawings will be plotted.

ETD 2352C Modeling in 3D AS

2 credits (3 lecture hours, 1 lab hour)

Prerequisites: ETD 1320C, ETD 2350C

This course covers how to define, setup, modify, and analyze 3-D models in AUTOCAD focusing on AME commands and supplied routines. (8 week express term)

ETD 2377C 3-D Studio Max I AS

3 credits (2 lecture hours, 2 lab hours)

3-D Studio Max represents a comprehensive introduction to image creation and animation. The student will learn how to create complex models, apply material to objects, place lights and cameras, render images and animation.

ETD 2378C 3-D Studio Max II AS

3 credits (2 lecture hours, 2 lab hours)

3-D Studio Max II expands on the rendering and animation foundation established in 3D Studio Max I. This course takes special note of what is important for modeling and texturing architectural and mechanical models, characters, engineering visualization, virtual reality and Internet Web sites.

ETG 2537C Properties and Testing of Materials AS

4 credits (3 lecture hours, 2 lab hours)

Characteristics and physical properties of materials are investigated along with basic mechanics includes techniques on machines used for physical testing in industry. Topics include stress, strain, elasticity, types of failure, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds.

ETI 2633 Industrial Relationships AS

3 credits (3 lecture hours)

Practical understanding of union organization, industrial organization (large and small), and employer-employee relationships are covered. Information on acquiring and holding an entry position including writing of personal data sheet is presented.

EVR 1007 Florida's Environmental History AS

3 credits (3 lecture hours)

This course examines the formation of the area presently known as Florida and traces the history of significant environmental developments, particularly those that are consequences of human impact. Focus is on geologic history, pre-human history, period of early man, and period of modern man.

EVR 1210 Introduction to Water Resources AS

3 credits (3 lecture hours)

This course provides basic information and data associated with water resources. Also, various areas of water resources; relevant laws, rules and regulations; and management of water resources are covered.

EVR 2195C Water Resources Field Methods AS

4 credits (1 lecture hour, 4 lab hours)

Prerequisites: EVR 2212, EVR 2290

Practical experience in the fundamentals of stream flow measurement and principles of groundwater flow; practical application of maps, graphics, surveying techniques and basic computational skills will be stressed.

EVR 2212 Surface Water Hydrology AS

3 credits (3 lecture hours)

Prerequisites: MAC 1147, STA 2023, EVR 1210

Fundamentals of surface water hydrology and hydraulics including rainfall, evaporation, infiltration, runoff, free-surface flow, pipe flow, flow measurement and pumps.

EVR 2266 Survey in Environmental Mapping/GIS/Remote Sensing AS

3 credits (3 lecture hours)

Provides students with a survey in fundamental mapping skills, geographic information systems, and remote sensing technologies.

EVR 2290 Ground water Hydrology AS

3 credits (3 lecture hours)

Prerequisites: GLY 2030C, MAC 1147

This course provides basic information, data and analytical tools to understand mathematics and science used in groundwater subject area.

EVR 2858 Survey of Environmental Law AS

2 credits (2 lab hours)

This course familiarizes the student with major legislation relating to the environment. Local, State and Federal laws will be included. Habitat destruction, endangered species, environmental contamination and pollution will be discussed. Students will be trained in how to obtain the text of current legislation.

EVR 2940 Internship-Conservation Ecology AS

1 credit (8 lab hours)

Prerequisites: ORH 2511

Hands-on work experience as a volunteer assigned by the college to an appropriate cooperating office or agency. Hours and schedule are mutually determined by student, cooperator, and the college. Final written and oral reports are required.

EVR 2941 Internship-Environmental Assessment AS

1 credit (8 lab hours)

Prerequisites: EVS 2601

Hands-on work experience as a volunteer assigned by the college to an appropriate cooperating office or agency. Hours and schedule are mutually determined by student, cooperator, and the college. Final written and oral reports are required.

EVR 2942 Internship-Hydrologic Studies AS

1 credit (8 lab hours)

Prerequisites: EVR 1210

Hands-on work experience as a volunteer assigned by the college to an appropriate cooperating office or agency. Hours and schedule are mutually determined by student, cooperator, and the college. Final written and oral reports are required.

EVS 1214C Water Quality Monitoring and Assessment AS

4 credits (3 lecture hours, 2 lab hours)

Prerequisite: CHM 1015 or higher

This course addresses the principles of water quality, applicable regulations, monitoring design and planning, techniques in sample collection and analysis, and data assessment and validation. The focus will be on terminology and underlining concepts with emphasis on sampling and laboratory safety, as well as the value of quality assurance and quality control.

EVS 2193 Environmental Sampling Techniques AS

3 credits (3 lecture hours)

Corequisite: EVS 1214C

This course will provide an overview of the proper procedures and techniques used to collect samples and data from a variety of environmental matrices, including water, soil, air and industrial areas. Instrument and equipment calibration and maintenance will be stressed.

EVS 2601 Introduction to Hazardous Materials AS

3 credits (3 lecture hours)

An introduction to characteristics of hazardous materials; determination of work site hazards; understanding the Safety Diamond; using Material Safety Data Sheets, Hazwoper training.

EVS 2602 Principles of Environmental Site Assessment AS

3 credits (3 lecture hours)

This course is designed to prepare an individual to perform Phase I and Phase II environmental site assessments. Appropriate use of historical records, aerial photographs, facility inspections and interviewing techniques will be addressed.

FFP 0020 Fire Fighter PSAV

450 clock hours

This course is designed to train individuals to be eligible for certification as a firefighter in the State of Florida. Upon successful completion the student will receive from the state of Florida a certificate of compliance. This is a necessary prerequisite for full time employment in the fire service in Florida.

FFP 1301 Fire Hydraulics AS

3 credits (3 lecture hours)

Review of mathematics, hydraulic laws and formulas applied to fire service. Application of formulas and mental calculation to hydraulic problems are presented.

FFP 1302 Fire Apparatus and Equipment AS

3 credits (3 lecture hours)

Fire-protection organization and equipment, basic fire-fighting tactics, public relations as affected by fire protection.

FFP 1505 Fire Prevention AS

3 credits (3 lecture hours)

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards are presented. Emphasis is on engineering solutions to fire hazards; enforcing fire prevention; public relations as affected by fire prevention.

FFP 1540 Private Fire Protection Systems AS

3 credits (3 lecture hours)

The functions and general design principle of gaseous and solid particle suppression systems are presented. A review of standards and principles of installation of detection, signaling and communication systems. A review of the principles, characteristics, and limitations of extinguishing agents.

FFP 2XXX (FFP 2111) Fire Chemistry AS

3 credits (3 lecture hours)

This course is designed to address knowledge and skills pertaining to chemistry that will be useful to the Hazardous Materials Technician. The course features forms of matter, energy, common substances, chemical formulas/structure, bonding of atoms, molecules, isotopes, chemical reactions, and physical effects of chemical exposure to victims. Particular emphasis is placed on how this knowledge can be effectively used at a Hazardous Materials incident.

FFP 2320 Building Construction for Fire Protection AS

3 credits (3 lecture hours)

Fundamental building construction and design, fire protection features and special considerations.

FFP 2326 Blueprint Reading and Plan Examination AS

3 credits (3 lecture hours)

Blueprint reading and plan examination offered through the Florida State Fire College.

FFP 2401 Hazardous Materials for Emergency Operations AS

3 credits (3 lecture hours)

Basic hazardous materials identification, incident control techniques, personnel safety, environmental and basic chemistry.

FFP 2410 Fire Service Tactics and Strategies AS

3 credits (3 lecture hours)

Strategies for controlling emergency situations including fires inside buildings, high-rise fires, hazardous material incidents, and mass casualty incidents are presented.

FFP 2501 Hazardous Materials for Emergency Operations II AS

3 credits (3 lecture hours)

A continuation of FFP 2500, the curriculum in this course delves into the identification of hazardous materials, their properties and modes of transportation of hazardous materials.

FFP 2510 Related Fire Codes and Standards AS

3 credits (3 lecture hours)

Course familiarizes inspector students with the Life Safety Code, its purpose, scope and application to the basic classifications of occupancy.

FFP 2604 Fire Investigation and Arson Detection AS

3 credits (3 lecture hours)

Prerequisite: FIL 1200

Enrollment limited to fire service and law enforcement agencies. Official identification required. Covers detection of point of origin of fire, cause and spread of fire, report writing, interviewing, arson detection, collection and applications of software and computer languages as they pertain to scriptwriting, storyboarding, production, scheduling and cost control, project inventory and graphics.

FFP 2XXX (FFP 2610) Fire Investigation: Cause & Origin AS

3 credits (3 lecture hours)

The curriculum in this course is designed to enhance the fire investigators ability to detect and determinate the origin and cause of a fire. Specific topics include fire behavior review, investigator ethics, construction, ignition sources, reading fire patterns and scene reconstruction. Special topics on electrical fire investigation, woodland fires, vehicle fires, mobile home fires, RV & boat & ship fires. Additional topics include special emphasis on fire scene documentation and extinguishing/alert systems.

FFP 2XXX (FFP 2706) Public Information Officer AS

3 credits (3 lecture hours)

This course prepares the student to serve effectively as a organizational spokesperson, according to current practices in the profession of public relations and numerous examples from the fire service. Particular emphasis will be placed on case studies in crisis communications and the role of the Public Information Officer's role in the Incident Command System.

FFP 2720 Company Officer Leadership I AS

3 credits (3 lecture hours)

Basic aspects of leadership including leadership style, communications, group dynamics, individual behavior, motivation, and types of management used in fire service.

FFP 2721 Company Officer Leadership II AS

3 credits (3 lecture hours)

Prerequisite: FFP 2130 or equivalent

This is the second of a two-part program in principles of leadership. Includes aspects of group dynamics, group behavior, motivation, planning and employee performance rating. Includes the topics of decision-making and problem solving.

FFP 2740 Instructional Methodology AS

3 credits (3 lecture hours)

Principles, procedures, and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures.

FFP 2XXX (FFP 2770) Legal and Ethical Issues for Fire Science AS

3 credits (3 lecture hours)

This course deals with the entire spectrum of issues facing today's fire service leaders. Topics include; labor relations, human rights and diversity, conflicts of interest and frameworks for ethical decision-making are used.

FFP 2780 Fire Service Administration AS

3 credits (3 lecture hours)

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. AIA grading schedule and maintenance of buildings and equipment are covered.

FFP 2781 Advanced Fire Service Administration AS

3 credits (3 lecture hours)

For the fire service career employee who is seeking advancement in the administrative track, this course provides training in government budgeting and accounting. Interlocal agreements, privatization and consolidation, Florida Statutes 633, 447, and 401, state and federal OSHA standards, NFPA 1500, public personnel management and labor relations.

FFP 2XXX (FFP 2811) Firefighting Strategy and Tactics II AS

3 credits (3 lecture hours)

Prerequisite: FFP 2410

Curriculum covers multiple company operations, logistics, strategy, use of mutual aid forces and conflagration control. The course is intended for officers who may be in command of fires and other emergencies involving close coordination of large amounts of manpower and equipment. Typical tactical situations and case histories are given. The development of critical thinking skills is stressed.

FIL 1200 Motion Picture and Television Production I AA

3 credits (3 lecture hours)

New students study the filmmaking process from concept to completion with special emphasis placed on the relationship between various job categories and the 16mm camera. Special fees required.

FIL 1620C Computer Applications for Film, Television and Video AS

3 credits (2 lecture hours, 2 lab hours)

Applications of software and computer languages as they pertain to script writing, storyboarding, production, scheduling and cost control, project inventory and graphics.

FIL 1620 Computer Applications for Motion Pictures and Television AS

3 credits (2 lecture hours, 2 lab hours)

Applications of software and hardware as they pertain to script writing, storyboarding, production, scheduling, cost control, project inventory and graphics.

FIL 2000 Introduction to Film Communication AA

3 credits (3 lecture hours)

This course will serve as an introduction to techniques and contributors of filmmaking. Film as 20th century communication, emphasizing formal elements, will be studied through analysis of feature-length films of different nations, styles, themes, and genres.

FIL 2012 Portfolio Preparation AS

2 credits (2 lecture hours)

Students prepare for the job market by learning job search skills, including interview technique, resume writing and portfolio/demo reel development.

FIL 2100 Writing for Motion Pictures And Television AA

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

This is a writing and oral workshop covering script writing as applied to film, television and video production. The course provides an opportunity for students to present their scripts to others.

FIL 2104 Cinematography and Lighting AS

3 credits (2 lecture hours, 2 lab hours)

This course introduces students to the techniques and methodologies associated with video and film camera work and lighting. Single and multi-camera approaches as well as field and studio applications will be considered.

FIL 2202C Motion Picture and Television Production II AS

4 credits (2 lecture hours, 4 lab hours)

Prerequisites: FIL 1200 and [FIL 2104 or FIL 2275C, or FIL 2211C]

This is a "hands on" course designed to provide students with the opportunity to execute skills learned in production technique classes in an actual working production environment. Students function in above and below the line capacities. Departmental interaction and cooperation is stressed.

FIL 2211C Editing and Post-Production AA

3 credits (2 lecture hours, 2 lab hours)

This course introduces students to the techniques of video and film post-production editing. Students become familiar with linear and non-linear formats.

FIL 2211L Editing and Post-Production Lab AS

1 credit (8 lab hours)

Course designed to provide hands-on experience in competencies of video and film editing. Demonstrations given to familiarize student with equipment, techniques used in post-production.

FIL 2220 Motion Picture and Television Direction AS
3 credits (1 lecture hour, 4 lab hours)

Prerequisites: FIL 1200 and RTV 2000

This is a practical workshop in the director's craft. Techniques of script analysis, casting rehearsals, staging and blocking for camera are studied through exercises and discussions. Emphasis is placed on the working relationship between director and actor and director and crew.

FIL 2232 News and Documentary Production AS
3 credits (2 lecture hours, 2 lab hours)

Prerequisites: FIL 1200

This course focuses on the techniques and organization of motion picture and television production for non-narrative program applications. Emphasis on concept, story development and program design.

FIL 2271C Camera Techniques AS
3 credits (2 lecture hours, 2 lab hours)

Prerequisite: FIL 1200

This course introduces the competencies expected to successfully operate video and film cameras. This course is offered through a series of lectures, demonstrations and laboratory sessions.

FIL 2271L Camera Internship AS
1 credit (8 lab hours)

Prerequisite: FIL 2271C

This course is designed to provide experience in the competencies of film and video camera operation. Demonstrations will be given as to the execution of shooting activities using standard industry camera equipment.

FIL 2272C Lighting Techniques AS
3 credits (2 lecture hours, 2 lab hours)

Prerequisite: FIL 1200

A study of film and video lighting techniques, practices and equipment, including lighting theory, power distribution systems and color theory. Special emphasis is placed on working as part of the film and video production crew.

FIL 2272L Lighting Internship AS
1 credit (8 lab hours)

Prerequisite: FIL 2272C

This course is designed to provide hands-on experience in the execution of lighting for film or video production. Emphasis is on the equipment, hanging, placing, gelling and reading of lighting plots. Demonstrations will be given as to what lighting is required in various scenes.

FIL 2273C Gripping AS
3 credits (2 lecture hours, 2 lab hours)

Prerequisite: FIL 1200

This course will teach the basics of the grip craft through a series of sessions that include lectures, demonstrations and labs.

FIL 2273L Gripping Internship AS
1 credit (8 lab hours)

Prerequisite: FIL 2273C

This course is designed to provide work experience in the area of gripping or utility. Emphasis is placed on the proper use and maintenance of the equipment.

FIL 2275 Sound AS
3 credits (2 lecture hours, 2 lab hours)

This course focuses on the theory and practice of production and post-production film and video sound. Special emphasis is placed on working as part of the film production crew.

FIL 2275L Sound Internship AS
1 credit (2 lab hours)

Prerequisite: FIL 2275C

This course is offered to provide work experience in the area of sound production for film or video. Emphasis will be placed on equipment operations.

FIL 2281 Introduction to Digital Animation AS
3 credits (2 lecture hours, 2 lab hours)

This course is an introduction to the use of the computer as an art and design tool. Students will create imagery using drawing, painting and animation software for media content.

FIL 2400 History of Motion Pictures AA
3 credits (3 lecture hours)

This course introduces the student to the evolution of the motion picture through lectures and screening of selected films. The focus is on specific movements, individuals and developments in cinema during various periods in the history of film.

FIL 2910 Independent Project in Motion Picture and Television Production AS
3 credits (6 lab hours)

This course provides the student with an opportunity to independently pursue a film/TV project, usually for an outside agency/client, with faculty supervision. Students will meet with a faculty member who will monitor the student's progress. Evaluation in this course will be based on written reports and production projects, which are submitted throughout the semester.

FIL 2932 The Business and Marketing of Motion Pictures and Television AA
3 credits (3 lecture hours)

The structure and organization of the media and entertainment industries including the major movie studios, mini-majors, independents, producing and marketing motion pictures, TV shows and video. Sources and methods of organization, deal-making, contracts, copyright, trademark, protection of ideas, rights clearance, budgets, proposals, distribution, revenues/profits and union/guilds and film festivals.

FIL 2941 Motion Picture and Television Internship I AS
1 credit (8 lab hours)

Prerequisites: FIL 1200

This course enables students to gain basic experience in a professional industry setting. Under the supervision of teaching faculty and an approved site sponsor, students assume responsibility for completing tasks that are directly related to their chosen career path.

FIL 2942 Motion Picture and Television Internship II AS
1 credit (8 lab hours)

Prerequisites: FIL 2941

This course enables students to gain intermediate level experience in a professional industry setting. Under the supervision of teaching faculty and an approved site sponsor, students assume responsibility for completing tasks that are directly related to their chosen career path. Students build on the experiences of Internship I, increasing their skills and proficiency.

FIL 2943 Motion Picture and Television Internship III AS
1 credit (8 lab hours)

Prerequisites: FIL 2942

This course enables students to gain advanced level experience in a professional industry setting. Under the supervision of teaching faculty and an approved site sponsor, students assume responsibility for completing tasks that are directly related to their chosen career path. Students build on the experiences of Internship II, increasing skills and proficiency.

FIL 2944 Motion Picture and Television Internship IV AS
1 credit (8 lab hours)

Prerequisites: FIL 2943

This course enables students to gain professional level experience in a industry setting. Under the supervision of teaching faculty and an approved site sponsor, students assume responsibility for completing tasks that are directly related to their chosen career path. Students perfect their skills in preparation for entering the job market.

FIN 2100 Personal Finance AS
3 credits (3 lecture hours)

This course provides a survey of the areas of personal economic problems with which all individuals must contend in our society. Topics will guide students toward obtaining favorable results in buying on credit, borrowing money, using bank services, investing savings, selecting insurance coverage, home orienting, investing in stocks and bonds, income tax planning, retirement planning, estate planning, wills and trusts.

FOS 1201 Food Service Sanitation AS
2 credits (2 lecture hours)

Basic sanitation principles and applications covering management of a sanitary environment, regulations, standards, and accident prevention are presented.

FRE 1120 Elementary French I AA
4 credits (4 lecture hours)

This course helps students develop proficiency in the four language skills. Students who have completed French 1120 will have mastered the basic vocabulary and structures of the French language and will have achieved an appreciation of the breadth of the French-speaking world. Honors credit is available.

FRE 1121 Elementary French II AA
4 credits (4 lecture hours)

Prerequisite: FRE 1120 or equivalent

This course is a continuation of French 1120 and helps students continue to develop proficiency in the four language skills. Students who have completed French 1120 will have mastered the basic vocabulary and structures of the French language and will have achieved an appreciation of the breadth of the French-speaking world. Honors credit is available.

FRE 2200 Intermediate French I AA
3 credits (3 lecture hours)

Prerequisite: FRE 1121 or equivalent

In-depth comprehension of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation.

FRE 2201 Intermediate French II AA
3 credits (3 lecture hours)

Prerequisite: FRE 2200 or equivalent

This course is a continuation of FRE 2200. Advanced grammar and composition are enhanced through translating, writing of themes, and conversing are covered. Appreciation of life and culture of native speakers is attained through lectures, reading and discussions of the history of France.

FRE 2240 Intermediate Conversational French I AA
3 credits (3 lecture hours)

Prerequisite: FRE 1121 or equivalent

Develops conversational skills, intensive oral practice, and vocabulary building.

FRE 2241 Intermediate Conversational French II AA
3 credits (3 lecture hours)

Prerequisite: FRE 2240 or equivalent

Develops conversational skills, intensive oral practice, and vocabulary building.

FSS 1100 Menu Planning and Merchandising AS
3 credits (3 lecture hours)

Menu planning design, pricing with knowledge of proper advertising and merchandising of the food-service facility are emphasized.

FSS 1210C Elements of Food Science and Techniques AS
3 credits (2 lecture hours, 2 lab hours)

This course provides basic information on characteristics of foods, principles of food selection, techniques of preparation and meal management. The course objective is to obtain skills and information needed to maximize nutrition, time and cost control in food handling.

FSS 1220 Professional Cooking AS
2 credits (2 lecture hours)

Prerequisite or corequisite: FOS 1201; Corequisite: FSS 1220L

Basic terms, tools, and techniques are to be taught with the professional kitchen in mind.

FSS 1220L Professional Cooking Lab AS
1 credit (2 lab hours)

Corequisite: FSS 1220

Basic terms, tools, and techniques are to be taught with the professional kitchen in mind.

FSS 1221C Quantity Food Production I AS
4 credits (2 lecture hours, 4 lab hours)

Prerequisite: FSS 1210C, or FSS 1220 and FSS 1220L

Practical experience in handling tools, materials, and equipment includes food preparation and menu planning for large numbers of people with emphasis on institutional cooking, recipe conversions, production sheets, food costing and recipe-file development.

FSS 1222C Quantity Food Production II AS
4 credits (2 lecture hours, 4 lab hours)

Prerequisite: FSS 1221C

This is a continuation of FSS 1221C. Students spend time as managers and production personnel. Proper management skills, production and planning are emphasized.

FSS 1270 Understanding Wine and Spirits AS
3 credits (3 lecture hours)

This course will present an overview of the wine and spirits trade beginning with the basics of growing grapes and making wine, learning the regions of wine making, and labeling and bottling procedures. Beers, brews and the art of brewing are covered. Sales, merchandising and retail security are discussed.

FSS 1300 Introduction to Food Service Management AS
3 credits (3 lecture hours)

Covers food service management industry operations, stressing fundamentals of organization, methods of planning, organizing, scheduling, training, labor and cost control. Development and use of departmental forms will be analyzed. Principles of sanitation and safety will be included.

FSS 2100 Purchasing for the Hospitality Industry AS
3 credits (3 lecture hours)

Emphasis on selection and specification requirements for purchasing food including fruit, vegetables, meats and grocery items; food-service standards and specifications, food items and paper and alcoholic beverages will be discussed.

FSS 2246C Baking AS

4 credits (2 lecture hours, 4 lab hours)

Prerequisite: FSS 1220 and FSS 1220L or instructor permission required

Fundamentals of baking involving preparation of yeast rolls, bread, pies, cakes, cookies, tarts, doughnuts, holiday specialties, and torten. Proper use and care of equipment, sanitation and hygienic work habits and conformance with health laws are emphasized.

FSS 2248C Pastry and Garde Manger I AS

4 credits (2 lecture hours, 4 lab hours)

Prerequisite or corequisite: FSS 1221C

Basic garde manger principles including functions and duties of the department as it relates to other kitchen operations. Focus is on specialty work including buffet decorations, understanding equipment and area planning.

FSS 2249C Pastry and Garde Manger II AS

4 credits (2 lecture hours, 4 lab hours)

Prerequisite: FSS 1210C, FSS 1221C, FSS 2248C

Stresses specialty work of the garde manger, including tallow, ice sculpting, centerpieces, buffets and decorations, aspic and chaud froid work. Buffet planning and production are discussed.

FSS 2500 Food and Beverage Cost Control AS

3 credits (3 lecture hours)

Cost control systems of hotels and restaurants in purchasing, allocation, and use of foods and beverages for profitable operations.

GCO 2230 Pumping and Irrigation Systems AS

3 credits (3 lecture hours)

Irrigation principles and equipment used in horticulture including water requirements of plants, design and layout, pumps and valves, installation, trouble shooting and job estimating for residential and commercial sites.

GCO 2405 Advanced Turf Culture I AS

3 credits (3 lecture hours)

Prerequisite: ORH 2220

Students are provided with in-depth knowledge and skills for the intensive management of golf-course turf. Cultural practices used on golf courses along with budgeting, environmental sensitivity and tournament preparation are emphasized.

GCO 2406 Advanced Turf Culture II AS

3 credits (3 lecture hours)

Prerequisites: ORH 2220, GCO 2405

This second course in advanced turf culture provides an in-depth study of golf course pest management and irrigation systems.

GEB 1011 Introduction to Business AA

3 credits (3 lecture hours)

Objectives include: (1) give beginning business student an opportunity to learn about business in its entirety before studying each of its parts intensively, (2) develop a technical vocabulary for use in later courses and in reading business periodicals, (3) acquire a better understanding of the workings of the free enterprise system and (4) identify career opportunities.

GEO 1010 Principles of Geography and Conservation AA

3 credits (3 lecture hours)

This course is an introduction to world geography through a study of selected regions, with an emphasis on environmental and conservation problems. It examines the contemporary world through a geographical analysis of the historical, demographic, physical, economical, social, political, religious, cultural and ethnic characteristics of major countries and world regions. Gordon Rule writing requirement minimum of 2000 words and a demonstration of computer application is required. A grade of C or higher is required for this course to be used as a General Education course. Distance learning section may be available.

GER 1120 Elementary German I AA

4 credits (4 lecture hours)

Focusing on conversational patterns, this course emphasizes modern German as a spoken, written and read language. Grammatical discussions are kept minimal as a communicative approach dominates. In-class discussions, cultural and literary readings and optional e-mail and German chat brings alive the Germanic culture. Optional Internet component and Honors credit available.

GER 1121 Elementary German II AA

4 credits (4 lecture hours)

Prerequisite: GER 1120 or equivalent

This is a continuation of GER 1120. Speaking, listening, reading and writing German continue as the course is taught in German by mid-semester. Students will converse, read, and write on a wide range of culturally relevant topics. Optional Internet component and Honors credit available.

GER 2200 Intermediate German I AA

3 credits (3 lecture hours)

Prerequisite: GER 1121 or equivalent

Taught in German, GER 2200 is an in depth analysis of intermediate conversational, grammatical and written structures linked through cultural, literary and oral traditions. Students will converse on free-flow and focused topics and will write personal and business letters, memos and advanced e-mail. Optional Internet component and Honors credit available.

GER 2201 Intermediate German II AA

3 credits (3 lecture hours)

Prerequisite: GER 2200 or equivalent

Taught in German, GER 2201 is an in depth analysis of advanced conversational, grammatical and written structures linked through cultural, literary and oral traditions. Students will be able to converse (on the phone as well as in class) on a wide spectrum of topics. Students will write creatively in German. Optional Internet component and Honors credit available.

GER 2210 Intermediate German Readings and Conversation I AA

3 credits (3 lecture hours)

Prerequisite: GER 1121 Elementary German II

Beginning with simple utterances (Concrete Poetry) and intermediate texts (New and Old Fables) through national humor and modern fiction, this pure internet German course prepares the student for more advanced readings. The emphasis is on self paced reading supported by online chats in German about the literature. Grammar appears only when the content requires further explanation. Honors options.

GEY 2000 Gerontology AA

3 credits (3 lecture hours)

A practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income, employment, physical health, mental health, housing, transportation, and criminal victimization. Also included are the Older Americans Act, the Area Councils on Aging and Multi-purpose Human Services Resources (local, state and national). The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services.

GLY 1000 Descriptive Geology AA

3 credits (3 lecture hours)

The materials, structure, and surface of Earth and processes that produced or shaped them are covered. Laboratory exercises, demonstrations, and field trips are included. A grade of C or higher is required for this course to be used as a General Education course.

GLY 2030C Environmental Geology AS

3 credits (2 lecture hours, 2 lab hours)

Principles of physical and historical geology as applied to the materials, structures, and surface of the earth. Special emphasis on Florida geology with the use of case scenarios and laboratory activities to illustrate environmental concerns including depletion of earth's resources, water supply problems, and pollution.

GRA 0010 Basic Computer Operations for Commercial Arts PSAV

70 clock hours

This is an introduction to the use of windows. Lessons will include customizing the desktop, file management, controlling applications, and navigation of control panels and accessories operations, and scanning.

GRA 0011 Preflight PSAV

70 clock hours

This course is designed to provide students with an understanding of the terminology and practices used in the electronic prepress industry. Students will learn how to prepare files for film output and to minimize potential file problems. Students will visit industry sites to observe practices firsthand.

GRA 0040 Print History and Formats PSAV

20 clock hours

This course is designed to show the student how printing had its start and how it has been developed to meet different needs in the printing market. Typographic terms will be linked to traditional letterpress printing.

GRA 0043 Graphic Reproduction PSAV

92 clock hours

This course is designed to explain and demonstrate the conventional methods used to produce printed products. This course will include: an introduction to safety in the workplace, graphic measurements, color proofing, prepress activities, process camera work, photo modification, graphic film processing, layout and imposition, stripping, an explanation of substrates and inks, finishing and binding techniques.

GRA 0052 Silkscreening PSAV

60 clock hours

The student will be shown how to assemble a stencil for silkscreen printing and then print out illustrations and typographic designs using the photo silkscreening technique on a variety of substrates. The student will prepare the stencil and transfer the emulsion to the screen. The student will get an overview of the commercial art printing processes: flexography, letterpress and gravure and lithography. Students will take a field trip to a commercial screen printing company. The student will also examine the safety requirements of a commercial silkscreen shop.

GRA 0053 Vinyl Signmaking PSAV

60 clock hours

The class will cover the principles of sign design which are meant to guide the professional in attaining a successful end product. Topics such as sign location and visibility, the message, letter size, color, type style, logo or graphics, layout and special effects will be considered. Knowledge of the materials used in sign making will be discussed. Learn about the products used in the vinyl sign industry. Become acquainted with all the possible variations of this particular type of material. Become familiar, too, with the variety of surfaces you can apply the vinyl product to such as: metal, plastic, sign blanks and laminated banners, corrugated plastic sheets, MDO (Medium Density Overlay) plywood, glass windows, vehicle surfaces and magnetic media. The student will learn to operate a desktop vinyl cutter with compatible computer software.

GRA 0061 Project Management PSAV

20 clock hours

This course will help students prepare for the managerial side of the graphic design field by teaching them the ills of scheduling jobs and giving accurate quotes for work performed.

GRA 0062 Art Marketing PSAV

60 clock hours

This course will help students prepare for the job market. Students will learn the importance of self-promotion, the how-to's of self-promotion and will create a self-promotional piece.

GRA 0063 Professional Development for Commercial Art PSAV

15 clock hours

In this course the student will learn basic job hunting skills. Students will prepare a resume, prepare for a job interview, write a cover letter and present their portfolio.

GRA 0064 Marketing for the Freelance Artist PSAV

30 clock hours

Tips, techniques, and procedures for starting up and running a successful creative-services business are presented.

GRA 0070 History of Graphic Design PSAV

30 clock hours

This course provides a history of graphic communication, covering the evolution of graphic design over the past decade. The field of graphic design is a vital component of each culture and period in human history and in this course students will see a panorama of people and events unfold.

GRA 0071 CorelDraw PSAV

125 clock hours

This course is designed to provide students with skills in layout in single and multi-page documents. Students will learn to apply typographic formats to columns, create headers/footers. Students will be able to save files in a variety of formats and publish files to PDF and Web, control the flow of text, control kerning and leading, import and export images.

GRA 0072 Illustration PSAV

70 clock hours

The student will begin by learning the basics of freehand drawing, its tools, techniques, and media. The student will learn how to reproduce these drawings using the computer and vector based software. The student will also learn to conceptualize ideas in storyboard format.

GRA 0073 QuarkXPress for Commercial Art PSAV

70 clock hours

This course is designed to provide students with an understanding of traditional art design and QuarkXPress software. Students will use this understanding to design advertising posters, using both hand-rendered methods and QuarkXPress.

GRA 0075 Photoshop for Commercial Art PSAV

70 clock hours

This course is designed to provide students with skills that will enable them to manipulate digital images using Adobe Photoshop software. Students will learn how to use a digital camera, how to scan images into the computer and how to download images. Students will then work in Photoshop to manipulate these images.

GRA 0076 Digital Illustration PSAV

70 clock hours

This course is designed to provide students with skills that will enable them to edit basic graphics and to prepare them for print. Students will become familiar with the prepress process, Adobe Illustrator and will learn fundamental design principles using traditional, digital and contemporary methods of execution.

GRA 0081 Technical Writing for Commercial Art PSAV

50 clock hours

This course is designed to instruct students in communication skills in the classroom and on the job. Lessons will concentrate on interpreting and verbal instructions, developing an outline, writing memoranda, directions or instructions and descriptions; presenting visual information, composing business letters, preparing a resume and writing a proposal.

GRA 0082 Copyediting PSAV

125 clock hours

The responsibilities of a copyediting include: proofreading existing copy, applying typographical formats and style attributes: size, style, spacing. A copy editor must be able to download documents into varied formats and understand printing as well as graphic trade terminology. The copy editor must be proficient in a desktop program, able to import and output documents, create text conversion. A copy editor must be able to create and apply style sheets to word processed documents.

GRA 0083 Business Mathematics for Commercial Art PSAV

50 clock hours

The student will apply mathematics skills to business applications: banking, sales records, percentages, finance charges, payroll and taxes. Statistics, as they apply to marketing a target population will be covered. The student will prepare financial statements, review types of insurance, bonds and understand compound interest. Students will track a stock portfolio through the duration of the class. Pension plans and annuities will be discussed.

GRA 0085 Internet Basics for Commercial Art PSAV

30 clock hours

This course will prepare the student to use the Internet for electronic communication. Students will learn how to get connected to the Internet, use e-mail, attach files, forward files, save and forward links, establish a home page, set browser preferences, perform research using search engines and create a personal Web page for self promotion. The student will also study copyright law as it applies to downloading and the use of images and reference materials.

GRA 0086 Advanced Internet Skills for Commercial Art PSAV

70 clock hours

This course is designed to provide students with skills that will enable them to download files from the Internet, find and use information from a bulletin board and gain a basic understanding of Web page design.

GRA 0087 Basic Macintosh Troubleshooting Skills PSAV

70 clock hours

This course is designed to provide students with an understanding of how to solve common problems encountered while using computers. Students will gain troubleshooting skills for Macintosh computers.

GRA 0088 Web Design for Commercial Art PSAV

50 clock hours

The student will be able to create a home page with links using basic HTML and software. The student will be instructed in the use of hexadecimal color and saving formats appropriate for Web design. The student will use DreamWeaver and SimpleText to design Web pages.

GRA 0089 Color Theory for Commercial Art PSAV

30 clock hours

This course is designed to teach the student color theory. The student will learn how to calibrate color between the monitor, scanner and printer. The student will learn how to keep color consistent throughout a project.

GRA 1190C Graphic Design I AA

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C and ART 1300C

Corequisites: ART 1205C

An introduction to graphic design using the visual elements and principles of design, knowledge of tools and layout procedures is provided. Studio fee required. Supply purchase required.

GRA 1530C Typography AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2100C

This course covers the historical development of printed type, copyfitting, type classification and recognition, typographic elements and special skills as they relate to current electronic publishing software. Students will be introduced to type as a design element and will learn how to solve typographic problems.

GRA 2100C Introduction to Macintosh Graphics AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite/Corequisites: ART 1210C, ART 1300C

An introductory course in the use of the Macintosh computer as a graphic design tool. The student will learn how to navigate on a Macintosh and take advantage of its operating software features. Care and maintenance will also be covered, as well as the basics of three mainstream graphics applications.

GRA 2121C Macintosh Publishing I AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2800C or permission of department chair

This introductory course is a desktop publishing course for those seeking experience in typesetting and layout for the publishing industry. This course is of great importance to those in the AS degree program in Graphic Design.

GRA 2122C Macintosh Publishing II AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2151C or permission of department chair

This course covers the application of electronic publishing skills in a variety of graphic design projects for the purpose of building a comprehensive portfolio. Students will create, import, and arrange various components to create multi-page documents. Keyboard shortcuts will be stressed to encourage speed and accuracy.

GRA 2151C Macintosh Illustration I AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2800C or permission of department chair

This course provides an overview of illustration software as applied to the Macintosh computer. The course covers various methods of creating and editing objects and paths as well as integrating designs with images and text.

GRA 2152C Macintosh Illustration II AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2151C or permission of department chair

This course provides a comprehensive overview of illustration software as applied to the Macintosh computer. The course builds on the technical information learned in Macintosh Illustration I but offers more opportunity for creative expression. The student will design his/her own 2- and 3-D original projects.

GRA 2191C Graphic Design II AA

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ART 1230C, GRA 2800C or instructor permission required

The second in a series of courses to prepare the student for advanced studies in advertising design. This course covers production procedures from rough layout to finished art. The student will use various computer software programs to assist them in completing the design projects as assigned. The student should have experience in using the Macintosh computer before enrolling in the course.

GRA 2811C Macintosh Image Creation I AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2800C or permission of department chair

This course provides students an opportunity to advance their design skills by using digital image editing software as applied to the Macintosh computer. The course covers the implementation of basic creative options such as image creation and manipulation, color correction, and retouching through the use of layers and various selection methods.

GRA 2812C Macintosh Image Creation II AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2811C

This intermediate course will expand upon the information gained in GRA 2811C Macintosh Image Creation I, covering the more advanced creative options offered in the digital image editing software. Emphasis will be placed on problem solving, advanced retouching, color correction, and various creative advertising techniques.

GRA 2940 Graphic Design Internship AS

3 credits (4 lab hours)

Prerequisite: All other Graphic Design courses required for Graphic Design Technology program. A 3.0 minimum GPA in major graphic design courses and approval of department chair.

Upon becoming employed by a graphic design firm, the intern works in a studio setting such as a print shop, advertising agency, advertising department, etc., of a company or in a commercial printing business and is involved in duties associated with the graphic arts profession for a period of not less than six weeks, not more than 12 weeks or 220-300 hours to secure credit for the internship.

HCP 0001 Health Science PSAV

78 clock hours

This course provides a basic overview of the health care delivery system and the roles of the different health care team members. The student will be introduced to concepts and principles common to all health careers. The curriculum includes CPR for the health care provider. Liability insurance required.

HCP 0120 Nursing Assistant PSAV

75 clock hours

This segment introduces the student to the overall concept of practical nursing, problem solving, responsibilities and role in the interrelationships of various disciplines of the health team and verbal, non-verbal and written communications. The content addresses people of various ages and cultures, establishes a foundation of nursing skills that extends the students understanding of his/her role in giving patient care in a variety of situations with patients of all ages and prepares the student to take the state nursing assistant certification exam. Liability insurance required.

HCP 0300 Home Health Aide PSAV

50 clock hours

This course introduces the student to the concept of the management of the patient in the home that includes physical comfort and safety, nutrition and legal and ethical responsibilities. Liability insurance required.

HCP 0620 Patient Care Assistant PSAV

75 clock hours

This course introduces the student to required patient care skills related to the hospital setting for both pre-operative care and post-operative care. Liability insurance required.

HEV 0026 10-Hour Special Needs Certification PSAV

10 clock hours

Developmentally appropriate practices for children with special needs is the topic of this 10-hour component. The course covers the signs of a typical child's development, the ways to successfully include children with special needs into the preschool setting, and developmentally learning environments for children with special needs.

HEV 0102 10-Hour Owner/Operator Certification PSAV

10 clock hours

This course covers the guidelines for opening a child care facility. Other topics include: components necessary for operating a quality facility and professional organizations available to the child care community.

HEV 0109 10 Hour Developmentally Appropriate Practices for Young Children PSAV

10 clock hours

This course is the Department of Children and Families "DAP for Young Children". It has been developed for caregivers working with children 3 to 5 years old.

HEV 0111 10 Hour Infant/Toddler Child Care Certification PSAV

10 clock hours

Developmentally appropriate practices (dap) for infants and toddlers is the topic of this 10 hour component. The course covers the stages of development of infants and toddlers, as well as appropriate learning environments and curriculum for children newborn to 36 months.

HEV 0112 10 Hour School-Age Child Care Certification PSAV

10 clock hours

Developmentally appropriate practices (dap) for school-age children is the topic of this 10 hour component. The course covers the developmental stages, characteristics, and needs of school-age children (5-12 yrs). Appropriate learning environments and positive guidance strategies are also covered.

HEV 0150 CDA Module I PSAV

40 clock hours

The first module of the Child Development Associate (CDA) program introduces the student to the CDA credentialing process. The student will receive formal instruction in these competencies: professionalism, health and safety and the learning environment. The student will also prepare a professional resource file.

HEV 0151 CDA Module II PSAV

40 clock hours

The second module of the CDA program focuses on the following competencies: physical and cognitive development, language development and communications skills and creative development. The student will continue preparing the professional resource file with observations of children in the candidate's own classroom.

HEV 0152 CDA Module III PSAV

40 clock hours

This third module in the CDA program covers the following competencies: profile management, family relationships and strategies to support social and emotional development. CDA observation course (HEV 0160) is required during this module. Prior to registering for Module III, students will provide documentation of all requirements.

HEV 0160 CDA Observation PSAV

2 clock hours

This observation is a required component of the CDA credential in the state of Florida and for the national credential. This observation of the candidate by an early childhood professional will be conducted during Module III. Areas of competency observed correspond to the curriculum competencies in all three modules.

HFT 1000 Introduction to the Hospitality Business AS

3 credits (3 lecture hours)

Historical development of the hospitality business; compare present scope of the business at the national, state and county level; differentiate departmental and job responsibilities in hotels and restaurants. Covers food service management industry operations along with sanitation and safety practices in hospitality.

HFT 1630 Management of Security in Hospitality Business AS

3 credits (3 lecture hours)

This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection and outlines OSHA regulations that apply to lodging properties.

HFT 1700 Tourism and the Hospitality Industry AS

3 credits (3 lecture hours)

Provides basic knowledge of tourism-related concepts and practical experience for the hospitality industry.

HFT 1850C Dining Room Management AS

3 credits (2 lecture hours, 4 lab hours)

Prerequisite or corequisite: FOS 1201

This course blends theory and application. In the classroom, proper dining room procedures for director of service, dining room captain, waiter/waitress and dining room attendant. In the laboratory hospitality management training center, the student performs, on rotation, functions and responsibilities of each position including procedures for different types of service (plate service, family style, buffet service, platter service, cart service, banquet type and others); purchase and maintenance of chinaware, glassware, silverware and linen, wine and beverage service, sanitation and safety and in-service management.

HFT 1949C Co-op: Hospitality Management I AS

3 credits (1 lecture hour, 10 lab hours)

Prerequisite: Department chair permission

This coordinated work-study program reinforces educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine objectives or on-the-job hospitality management assignment. The student is evaluated by the teacher-coordinator and immediate supervisor.

HFT 2220 Personnel Management Practices AS

3 credits (3 lecture hours)

Basic principles and analysis of managerial problems, including job analysis methods, selection, control and supervision of personnel including work plans and schedules, labor and cost control, legal requirements and safety controls.

HFT 2300 Housekeeping Management AS

3 credits (3 lecture hours)

A survey course providing a general understanding of the organization, duties and administration of institutional housekeeping includes interior decoration, purchase of furniture, carpeting, linens and supplies.

HFT 2410 Hotel-Motel Front Office and Procedures AS

3 credits (3 lecture hours)

This course provides a study of functions, procedures and organization of front office department in a medium and large hotel. The emphasis is on reservations and front-office psychology.

HFT 2434 Club Management AS

3 credits (3 lecture hours)

This course covers the basic management of clubs and resorts, private and semi-private clubs and resorts, and the differences in managing a club versus restaurants or hotels.

HFT 2510 Sales Promotion and Advertising in Hotels and Food Service AS

3 credits (3 lecture hours)

The study of marketing principles associated with the promotion of lodging and food service businesses.

HFT 2949C Co-op: Hospitality Management II AS

3 credits (1 lecture hour, 10 lab hours)

Prerequisites: HFT 1949C, department chair permission

This course is a continuation of HFT 1949C.

HIM 0030 Fundamentals of Medical Transcription PSAV

90 clock hours

This course is an introduction to medical dictation and transcription. Emphasis will be on the roles and responsibilities of the medical record transcriber and the proper use of grammar, punctuation, and medical terminology when typing a variety of reports.

HIM 0031 Medical Transcription I ATD

240 clock hours

This course provides lecture and medical dictation and transcription of prerecorded medical case reports. Emphasis will be on the content, format, style and medical grammar related to the cases.

HIM 0032 Medical Transcription II ATD

240 clock hours

This advanced medical transcription course continues the dictation and transcription of medical case reports with continued emphasis on accuracy and productivity.

HIM 0217 Health Information Management PSAV

60 clock hours

This course provides instruction in health information management and professional development. Emphasis will be the role, purpose, and forms of medical records and related legal role, purpose, and forms of medical records and ethical issues, basic employability skills and interviewing techniques for career development.

HIM 0220 Medical Coding I ATD

160 clock hours

This course will provide the student with instruction and hands-on application of ICD-9-CM and drug payment system for inpatient services.

HIM 0270 Insurance Billing and Claims PSAV

60 clock hours

This course focuses on the fundamentals of health insurance and the processing of claims. Basic health insurance and major medical benefits are explored. Simulation of medical office billing software will be used to enhance the student's understanding of the details used in medical insurance billing. Various types of insurance, third party payers and common billing problems will be included.

HIM 0280 Fundamentals of Medical Coding PSAV

75 clock hours

This course will introduce the student to the scope of practice of the medical coder specialist. Emphasis will be on the structure and origin of the coding system along with ICD-9-CM and CPT rules and regulations.

HIM 0281 Medical Coding II PSAV

180 clock hours

This course will introduce the student to the scope of practice of the medical coder specialist. Emphasis will be on the structure and origin of the coding system along with ICD-9-CM and CPT rules and regulations.

HIM 0284 Medical Coding PSAV

60 clock hours

This course provides instruction in ICD-9-CM diagnostic coding for medical records and CPT coding for physician services and procedures.

HIM 0302 Administrative Medical Office Procedures PSAV

90 clock hours

This course prepares the student for the roles and responsibilities of the administrative medical office assistant. Emphasis will be on front office functions, the health care team, professional communications, legal/ethical guidelines, safety and security procedures, and management skills needed to accomplish employment objectives.

HIM 0450 Basic Anatomy and Physiology PSAV

45 clock hours

This course offers and introduction to the study of the human body. Emphasis will be on the structure and function of body organs and systems including cellular biology and related terminology.

HIM 0650 Medical Office Technology PSAV

45 clock hours

This course offers an introduction to computer technology, machine dictation and transcription used in the health care system. Hands on usage of common medical office applications will be provided.

HIM 0811 Professional Development PSAV

30 clock hours

This course will instruct the student in basic employability skills. Content will include interviewing, resume writing, job search, professional etiquette and resources for professional and career development.

HIM 0825 Medical Secretary Office Simulation (Alternative) PSAV

90 clock hours

This course places the student in a simulated work environment to gain experience in performing administrative medical assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as a medical secretary.

HIM 0826 Medical Secretary Externship PSAV

70 clock hours

This externship places the student in a medical office to gain practical experience in performing administrative medical assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as a medical secretary.

HLP 1081 Physical Fitness I AA

1 credit (2 lab hours)

Introduces concepts of fitness for living. A personal fitness evaluation and planned program for fitness are included.

HLP 1083 Essentials of Wellness I AA

1 credit (1 lecture hour)

This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module I focuses on basic information and beginning development of wellness plans for individuals.

HLP 1087 Essentials of Wellness II AA

1 credit (1 lecture hour)

Prerequisite: HLP 1083

This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of wellness plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module II focuses on using the basic concepts, exploring special population needs and managing a wellness plan.

HLP 1088 Essential of Wellness III AA

1 credit (1 lecture hour)

Prerequisite: HLP 1087

This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module III focuses on integrating community resources with individual/group wellness plans and evaluating their effectiveness and incorporating necessary modifications.

HSC 0003 Health Concepts PSAV

78 clock hours

This course provides an overview of the health care delivery system. Content will include health occupations, roles and responsibilities of the health care team, consumer rights, legal and ethical guidelines, communication skills, safety and security procedures, infection control and knowledge of blood borne diseases. Liability insurance required.

HSC 0300 Health Science Core PSAV

90 clock hours

This course provides a basic overview of the health care delivery system and the roles of the different health care team members. The student will be introduced to concepts and principles common to all health careers. The curriculum includes CPR for the health care provider.

HSC 0530 Introduction to Medical Terminology and Disease PSAV

75 clock hours

This course is a study of the language of medicine used by health care professionals. Emphasis will be on building a medical vocabulary to include Common diseases and conditions, diagnostic and operative procedures, laboratory medicine and pharmacology.

HSC 1000 Introduction to Health Care AS

2 credits (2 lecture hours)

Corequisite: HSC 1000L

This course prepares the student for study in the allied health occupations. Unit studies include professional ethics, behavior and communication, patient care and assessment, universal precautions, CPR, medical terminology, risk management and the study of health care regulation and systems.

HSC 1000L Introduction to Health Care Lab AS

1 credit (2 lab hours)

This course is the companion to HSC 1000 through the introduction of core technical skills for health occupations. Includes basic skills such as: therapeutic communications, transfer procedures, mobility, vital sign measurements, OSHA guidelines including hand washing, medical and surgical asepsis (including gloving), calculation of medical/science math, employment skills and CPR. The lab is currently a pass/fail grading configuration.

HSC 1010 Introduction to Developmental Concepts for Health Care Providers AS

2 credits (2 lecture hours)

This course is designed to introduce the student to an overview of the general principles and processes of normal human growth and development. The student will be exposed to developmental concepts as they relate to specific age groupings, from conception through death. Health care implications and adaptations for health care providers will be integrated with course content. Biological, psychosocial and societal biopsychosocial forces will be identified in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on their use in health care situations.

HSC 1400 Standard First AID and CPR AS

1 credit (2 lab hours)

Provides skills meeting certification requirements by the American Red Cross; includes CPR certification.

HSC 1593 AIDS: A Human Concern AA

3 credits (3 lecture hours)

All the dimensions of this pandemic crisis are addressed with specific insights on how AIDS directly and indirectly affects all laypersons and (allied) health care professionals alike. Included are clinical manifestations (prevention and testing), psychosocial and neuropsychiatric aspects, legal and ethical issues, the social, political, epidemiological, and economic implications. A grade of C or higher is required for this course to be used as a General Education course.

HSC 2100 Health Concepts and Strategies AA

3 credits (3 lecture hours)

Covers knowledge that applies to the promotion of good health of the individual, family and society. Emphasis is on various health needs defined as the physical, emotional, social, spiritual and intellectual aspects. Emphasis is placed upon stress management, disease prevention, fitness, nutrition and the development of an effective wellness lifestyle. A grade of C or higher is required for this course to be used as a General Education course.

HSC 2100 Honors Health Concepts and Strategies AA

3 credits (3 lecture hours)

Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPPT (CPT) - 97 Reading and 100 Writing.

Honors components included in this course version.

HSC 2133 Human Sexuality Education AA

3 credits (3 lecture hours)

Course provides scientific knowledge about sexuality, which enables the application and promotion of good health. For self, family and society. Emphasis is on human sexual biological systems and responses, reproduction and birthing/ control, gender identity/role, sexuality through the life cycle, sexual relationships and sexual values, sexual dysfunction/therapy and sexually transmitted diseases.

HSC 2140 Drug Education AA

3 credits (3 lecture hours)

Licit and illicit, use, misuse, and abuse of drugs on human behavior and society engender major social (institutional) problems. The impact on individual lives, health costs and social consequences is staggering. Included are the biological and historical information about drugs and scientific aspects of their pharmacological effects on mind and body.

HSC 2204 Community Health Education AA

3 credits (3 lecture hours)

HSC 2100 recommended. This course is an introduction to the nation's community health system and related educational functions. Surveyed are historical and administrative structures, concepts and scope of varied programs, (county, state and federal) topical treatment of major contemporary health problems and the relatedness of health education and community functions.

HSC 2531 Medical Terminology AA

3 credits (3 lecture hours)

This course provides preparation for health-related vocations with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined and use of medical dictionary and related sources are emphasized.

HUN 1001 Introductory Nutrition AS

3 credits (3 lecture hours)

This course is designed as an introductory course for students not majoring in a health care field. The course focuses on increasing students' knowledge and understanding of basic nutrition concepts and developing skills that will enable students to make healthful decisions about nutrition.

HUN 1201 Elements of Nutrition AA

3 credits (3 lecture hours)

This course explores the metabolism of nutrients and the incorporation of nutritional principles into practical guidelines for health, weight management and sound food choices throughout the human life cycle. Emphasis is placed on evaluating dietary intakes and nutritional practices. The changing nutritional scene and areas of controversy are reviewed.

HUS 1001 Introduction to Human Services AA

3 credits (3 lecture hours)

This course provides an introduction and orientation to the field of Human Services. The history, current concepts and roles of beginning professionals, community services and agencies are examined. The knowledge, ethics, skills and attitudes necessary to the field of Human Services are discussed. The student will demonstrate knowledge, ethical principles, skill and attitudes in practical application using the process of analysis and research of client needs and agency services.

HUS 1302 Counseling and Interviewing AS

3 credits (3 lecture hours)

Prerequisite: PSY 2012

This course teaches skills, knowledge and attitudes for counseling, interviewing and problem solving as used in therapy. A combination of teaching techniques is used including demonstration, exercises, one-on-one practices, reading assignment and fieldwork. The students will learn and practice problem-solving techniques, which help the client identify problems and work systematically for solutions. Interviewing is taught as a component of the counseling process. Active listening, reflecting, questioning, summarizing, problem-solving, starting a session and ending a session are taught in this course.

HUS 1200 Principles of Group Dynamics AS

3 credits (3 lecture hours)

Prerequisite: PSY 2012

A course designed to help students increase their ability to work effectively with others. Group processes are explored including cohesion, conflict, individual roles, communications, and problem-solving.

HUS 1424 Counseling the Chemically Dependent Person AS

3 credits (3 lecture hours)

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role-playing and critique are part of this instruction. Both individual and group counseling techniques are taught.

HUS 1850 Fieldwork in Human Services I AS

2 credits (2 lecture hours)

Prerequisite: HUS 1100 or HUS 1200 or HUS 2520

This course offers an understanding of the role and function, programs and services of a variety of human services organizations. The students study the team approach to human services as well as the one-to-one approach to helping and problem solving.

HUS 1850L Fieldwork in Human Services I Internship AS

3 credits (9 lab hours)

Prerequisite: HUS 1100 or HUS 1200 or HUS 2520

Corequisites: HUS 1850

Each student is assigned to a human services agency for six hours weekly, for 16 weeks. Students are supervised by the instructor and personnel of the Human Services program. On-the-job training includes interviewing and counseling clients and their families; assessment and planning; monitoring and observation; problem-solving; participating in group and individual therapy; intervention and treatment; and linking clients with community resources.

HUS 2308 Psychotherapy: Theory and Practice AS

3 credits (3 lecture hours)

Prerequisite: PSY 2012

This course provides an overview of current approaches to psychological counseling and psychotherapy including psychoanalysis, client-centered, Gestalt, transactional analysis, reality therapy, behavior therapy, and rational-emotive therapy. The course examines basic issues in counseling and psychotherapy, including ethical issues. Emphasis is on both the theory and practical applications of the various approaches.

HUS 2851 Fieldwork in Human Services II AS

2 credits (2 lecture hours)

Prerequisite: HUS 1850

This course is a continuation of HUS 1850. This course offers an understanding of the role and function, programs and services of a variety of human services organizations. The students study the team approach to human services as well as the one-to-one approach to helping and problem solving.

HUS 2851L Fieldwork in Human Services II Internship AS

3 credits (9 lab hours)

Prerequisite: HUS 1100 or HUS 1200 or HUS 2520

Corequisites: HUS 2851

This is a second module of fieldwork to enable each student to participate in another area of "learning by doing," or on-the-job training.

IDH 2105 The Art of Public Deliberation and Community Building - Honors Course AA
3 credits (3 lecture hours)

This Honors course is designed to teach and give students experience in practicing the art of public deliberation and community building. The academic portion of the course will explore several methods and interdisciplinary perspectives from the social sciences, communications, journalism, and the humanities. The service learning or experiential part of the course will involve students in training for and conducting study circles or forums on current issues that involve local, state, national or international conflicts. A minimum 3.5 overall GPA is required.

IDS 2109 CLAST Review AA
3 credits (3 lecture hours)

Prerequisite: Thirty (30) semester hours of college credit courses including 15 of the 18 hours required under the Gordon Rule of competencies tested on the state-mandated CLAST

This course is intended as a review of the competencies tested on the state mandated CLAST examination. Topics will include the Essay, English Writing, Reading and Computation subtests on the CLAST exam. Graded Passing or Not Passing (P or N).

IND 1025C Fundamentals of Color and Design AS
3 credits (2 lecture hours, 2 lab hours)

This course will provide the student with competency in two-dimensional design, three-dimensional design and basic color design. Concepts about representation, expression, composition, color, form, light, structure and function will be explored through project-based learning.

IND 1233C Design Studio I AS
3 credits (2 lecture hours, 3 lab hours)

Prerequisite: IND 1401C

This course aims at defining the various principles of interior design, as well as the associated variabilities and their applications. Its purpose is also to acquaint the student with a certain amount of both historical and contemporary references.

IND 1234C Design Studio II AS
3 credits (2 lecture hours, 3 lab hours)

Prerequisites: IND 1233C, IND 1401C

This course explores the needs and requirements of humans in their living environments. It involves an understanding of blueprints, use of the design process and programming, the basic elements of space planning, basic cabinet and furniture detailing, and an understanding of various human living environments.

IND 1401C Technical Design I AS
3 credits (2 lecture hours, 2 lab hours)

Introductory course in mechanical drawing and graphic techniques utilized in the representation and study of architectural forms and interior environments. Includes lettering, floor plans, elevations, sections, perspectives and isometric drawings using various paper-based media.

IND 1935 Building and Barrier Free Codes AS
3 credits (3 lecture hours)

Prerequisites: IND 1234C, IND 2424C

This course addresses contract documents and building interior systems that apply to the interior environment. Building standards and barrier-free codes are examined as performance criteria for interior design.

IND 2100 History of Interiors I AA
3 credits (3 lecture hours)

This course is designed to provide knowledge of the history of interiors, architecture, furniture and design philosophy from antiquity through the 19th century. Stylistic developments, significant structures, important people, social history and material culture are covered.

IND 2130 History of Interiors II AA
3 credits (3 lecture hours)

Prerequisite: IND 2130

This course is designed to provide knowledge of the history of interiors, architecture, furniture, and design philosophy from the 20th century to the present. Stylistic developments, significant structures, important people, social history and material culture are covered.

IND 2237C Design Studio III AS
3 credits (2 lecture hours, 3 lab hours)

Prerequisites: IND 1234C, IND 1935, IND 2424C

Corequisites: IND 1935

This course regards the use and psychology of space planning and the effects of the environmental factors. This involves an understanding of the space required for various functions in everyday life as well as the specific functions of workers and the items used (furniture, machines, appliances, etc.) to carry out such functions. To establish the basic environmental requirements to perform those functions.

IND 2238C Design Studio IV AS
3 credits (2 lecture hours, 3 lab hours)

Prerequisites: IND 2237C, IND 2432C

This course requires the advanced interior design student to utilize all previously learned design skills to produce and understand comprehensive non-residential design projects. Emphasis is on programming, special analysis, code restrictions, furniture selection and budget limitations.

IND 2307C Interior Design Graphics AS
3 credits (2 lecture hours, 2 lab hours)

Corequisites: IND 1025C, IND 1233C, IND 1401C

This course is designed to develop graphics skills that provide the interior designer the ability to evolve, externalize, and communicate spatial concepts. One and two points perspective drawings, material delineation, tonal investigation, compositional and presentation techniques are included.

IND 2424C Technical Design II AS
3 credits (2 lecture hours, 2 lab hours)

Prerequisites: IND 1233C, IND 1401C

This course covers intermediate technical aspects of material, structure, and mechanical systems. The focus is on architectural construction, finish materials, millwork and specifications. Drafting and working drawings are emphasized.

IND 2429 Textiles for Interiors AA
(Course will be deleted from College offerings as of January 2004)

3 credits (3 lecture hours)

Prerequisites: IND 1234C, IND 2424C

This course covers textile products available for use in residential and commercial interiors. It reviews government regulations, fire codes, test methods, performance standards, installation procedures, and maintenance practices applying to interior textile products.

IND 2432C Interior Lighting AS
3 credits (2 lecture hours, 2 lab hours)

Prerequisites: IND 1234C, IND 2424C

This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems, in residential and non-residential applications. Emphasis on lighting and electrical plans, reflected ceiling plans, measurements and acoustics.

IND 2460C CAD for Interiors I AA
3 credits (1 lecture hour, 4 lab hours)

Prerequisites: IND 1234C, IND 2424C

This course is an introduction to computer-aided design as it applies in the field of architecture and interior design. It includes computer concepts, current hardware and software and their application in the solving of residential and commercial design and architectural problems.

IND 2463C CAD for Interiors II AS
3 credits (1 lecture hour, 4 lab hours)

Prerequisite: IND 2460C

This course is a continuation of the study of CAD and the use of image processing, two-dimensional drawing and three-dimensional modeling of building interiors.

IND 2505 Professional Practices AS
3 credits (3 lecture hours)

Prerequisites: IND 2237C, IND 2432C

This course covers business principles and practices, marketing strategies, project management and contract documents. It will also study legal aspects, marketing strategies, professional ethics and career planning.

IND 2931C Special Topics in Interior Design AS
3 credits (2 lecture hours, 3 lab hours)

Prerequisites: IND 2237C, IND 2424C

Comprehensive design solutions are developed for larger scale spaces and special topics, such as historic preservation, assisted-living, child-care facilities, and other special needs. Programming, design development, building codes, and formal presentations are emphasized. Freehand drafting, and CAD skills are utilized.

IND 2941C Interior Design Internship AS
(Course will change to 1 credit as of August 2004.)

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: Instructor permission required

This course will prepare the student to enter the professional world of interior design. The student will acquire experience by actually working in a professional interior design business and under proper guidance will experience various aspects of the professional world.

INR 2002 International Relations AA
3 credits (3 lecture hours)

Prerequisites: POS 1001 or POS 1041 or permission of the instructor

Introduces you to the dynamics of global politics as it is practiced on our planet today. It includes an analysis and application of numerous current theories about international relations and a detailed study of international political systems. It looks closely at the numerous actors, governmental and non-governmental, that influence the international political agenda as well as the settlement of international political conflicts. It also focuses attention on the increasing number of issues that face international leaders, such as military security in the nuclear era, trade and the international political economy, environmental threats, human rights abuses, refugees, the drug trade and other international crime, and terrorism.

INR 2015 Introduction to Global Studies AA
3 credits (3 lecture hours)

Prerequisites: POS1001 or POS 1041 or permission of instructor

Introduces the student to the realities of current global problems: changing demographic patterns; food and energy resources; the structure of international relations with an emphasis on the development and encouragement of a global perspective on the part of a sophisticated citizenry for an age of enlightenment.

IPM 1301 Pesticides AS
3 credits (3 lecture hours)

This course introduces the role and mechanisms of pesticides in an integrated pest-management program. Ecological, biological and economic principles are emphasized. Classification, action, toxicity, registration procedures, and application techniques of chemicals defined as pesticides under the Federal Insecticide, Fungicide and Rodenticide Act are studied.

ISS 1949C Co-op Social Science Training I AA
3 credits (1 lecture hour, 10 lab hours)

This coordinated work-study program reinforces educational and professional growth through parallel involvement in classroom studies and field experience. Student and teacher-coordinator determine objectives for on-the-job social science assignments. The student is evaluated by the teacher-coordinator and immediate supervisor.

ISS 2949C Co-op Social Science Training II AA
3 credits (1 lecture hour, 10 lab hours)

This course is a continuation of ISS 1949C.

ITA 1120 Elementary Italian I AA
4 credits (4 lecture hours)

Develops the natural progression of language acquisition by focusing on four skills: listening, speaking, reading and writing. Introduction to the target culture is also an integral component of the course.

ITA 1121 Elementary Italian II AA
4 credits (4 lecture hours)

Prerequisite: ITA 1120

This course is a continuation of ITA 1120.

JOU 2103 Specialized News Writing AA
3 credits (3 lecture hours)

Prerequisite: MMC 1100 or permission of department chair

Corequisites: ENC 1101 or ENC 1121

This course is designed to teach the student basic ways to improve his/her reporting skills learned in MMC 1100 (Basic News Writing for Mass Media) or in other comparable course(s). Topics will include, but are not restricted to, investigative reporting, feature writing for newspapers and magazines, public affairs reporting and editorial/column writing.

LIS 1002 Electronic Access to Information AA
1 credit (1 lecture hour)

This course will examine electronic services that are available for accessing information resources such as books, journals, library holdings, newspapers, databases, e-mail and electronic conferences and bulletin boards.

LIS 2004 Introduction to Internet Research AA
1 credit (1 lecture hour)

This course will present skills necessary for searching the Internet successfully. The course will review the parts of the Internet that are important for accessing information necessary for Gordon Rule papers, essays, or research reports. The course will demonstrate how information retrieved on the Internet should be evaluated for its content and credibility and will stress the development of critical thinking skills.

LIT 1370 The Bible ■ Literature AA
3 credits (3 lecture hours)

This course is intended to introduce the students to different literary styles as found in the Old Testament, beginning with selected portions from the Five Books of Moses, the Prophets and the Writings. The course will expose students to the impact that the language of the Biblical passages have on man's understanding of both the literal and interpretive meaning of the content.

LIT 2090 Contemporary Literature AA
3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

The study of major writers and literary trends since 1945 focuses on students' own time and place in the world paired with critical reading of important contemporary works of literature and writing about those works. The course fulfills general education requirement for literature. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 3,000 words.

LIT 2110 World Literature Before the Renaissance AA
3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Selected literary texts of the ancient, medieval and Renaissance periods to 1600 are read and interpreted. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 3,000 words.

LIT 2120 World Literature After the Renaissance AA
3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Selected literary texts of the Enlightenment, the Romantic period, the period of Realism and Naturalism and the modern era are read and interpreted. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 3,000 words.

LIT 2380 Women in Literature AA
3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

The development of the tradition of literature by women in English from the seventeenth century to the present. Students will read works in different genres and will understand women's literature as at once both attached to and counter to the mainstream tradition. Gordon Rule writing requirement minimum written work: 3,000 words.

MAC 1105 College Algebra AA
3 credits (3 lecture hours)

Prerequisite: A grade of C or better in MAT 1033

This course emphasizes radicals, exponents, complex numbers, linear and quadratic equations and inequalities and absolute value. New topics include exponential and logarithmic properties, functions and equations, relations and functions, graphs of linear, quadratic, exponential and logarithmic functions and systems of equations and inequalities. A grade of C or higher is required for this course to be used as a General Education course.

MAC 1114 Trigonometry AA
3 credits (3 lecture hours)

Prerequisite: A grade of C or better in MAC 1140 or MAC 1105

Topics include trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, complex numbers, and analytic geometry (the conic sections). A grade of C or higher is required for this course to be used as a General Education course.

MAC 1140 Precalculus AA
3 credits (3 lecture hours)

Prerequisites: A suitable score on the placement test together with two years of high school algebra or a C or higher in MAC 1105

Topics include relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions, linear programming, sequences, series, induction and the Binomial Theorem. A grade of C or higher is required for this course to be used as a General Education course.

MAC 2233 Survey of Calculus AA
3 credits (3 lecture hours)

Prerequisite: MAC 1105 with a C or higher OR MAC 1140 with a C or higher with scores of 72 and above (EA) and 75 and above (CLM) on the CPT

Not open to students who have credit in MAC 2311. Rates of change, derivatives, and integration with applications to business are studied. A grade of C or higher is required for this course to be used as a General Education course.

MAC 2311 Calculus with Analytic Geometry I AA
4 credits (4 lecture hours)

Prerequisite: A grade of C or better in MAC 1140 and MAC 1114

Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. A grade of C or higher is required for this course to be used as a General Education course.

MAC 2312 Calculus with Analytic Geometry II AA
4 credits (4 lecture hours)

Prerequisite: A grade of C or better in MAC 2311

Topics included are techniques of integration, conic sections, polar coordinates, parametric equations, applications, and infinite series. A grade of C or higher is required for this course to be used as a General Education course.

MAC 2313 Calculus with Analytic Geometry III AA
4 credits (4 lecture hours)

Prerequisite: A grade of C or better in MAC 2312

A grade of C or higher is required for this course to be used as a General Education course. Topics included are solid analytic geometry and vectors in space, partial differentiation, multiple integration and line integrals.

MAN 1949 A Co-op: Business I AS
3 credits (1 lecture hour, 10 lab hours)

This coordinated work-study program reinforces educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job mid-management assignment. The student is evaluated by teacher-coordinator and immediate supervisor.

MAN 1949 ■ Co-op: Business II AS
3 credits (1 lecture hour, 10 lab hours)

This course is a continuation of MAN 1949 A.

MAN 2021 Principles of Management AS
3 credits (3 lecture hours)

Study of principles of management, planning, organizing, staffing and controlling applicable to production, personnel, marketing, finance, government, education, agriculture and armed forces.

MAP 2302 Differential Equations AA
3 credits (3 lecture hours)

Prerequisite: A grade of C or better in MAC 2312

Topics include ordinary differential equations, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks, and inverse transforms. A grade of C or higher is required for this course to be used as a General Education course.

MAR 2011 Principles of Marketing AA
3 credits (3 lecture hours)

This course places emphasis on marketing-strategy planning. The topics covered include: the micro role in society and its macro role in business, the external environments affecting marketing, marketing research, behavioral features of the consumer market and intermediate customers, market segmentation and developing the marketing mix of product, place, promotion and price.

MAT 0012 Basic Algebra I
3 institutional credits (3 lecture hours)

This course provides a transition from arithmetic to algebra and shows the relevancy of mathematics in everyday life and in the workplace. Students review whole numbers, fractions, decimals and percents and develop skills using algebraic variables, terms and equations. Graded A, B, C, or N (Not Passing).

MAT 0020 Basic Algebra II
3 institutional credits (3 lecture hours)

Prerequisite: College Placement Test (CPT) score above 32 or successful completion of MAT 0012

This course provides a solid foundation in algebra for the purpose of preparing students for credit mathematics courses. It covers equations, inequalities, polynomials, graphing, rational expressions, and radicals with real applications integrated throughout. Graded A, B, C, or N (Not Passing).

MAT 1033 Intermediate Algebra AA
3 credits (3 lecture hours)

Prerequisite: Successful completion of MAT 0020 or appropriate test score and successful completion of high school algebra.

This course prepares students for MAC 1105. Topics include sets, properties of real numbers, linear equations and inequalities, exponents and radicals, products and factoring, algebraic fractions and quadratic equations. MAT 1033 is NOT a Gordon Rule course and does NOT satisfy part of the math requirement for graduation.

MCB 2010 Microbiology AA
3 credits (3 lecture hours)

Prerequisite: BSC 1085 OR BSC 1010

This course is a study of microorganisms with emphasis on pathogens. Characteristics, control, and genetics of microorganism and defense mechanisms of the host are stressed. A grade of C or higher is required for this course to be used as a General Education course.

MCB 2010L Microbiology Laboratory AA
1 credit (2 lab hours)

Corequisite: MCB 2010

This is the laboratory to accompany MCB 2010. A grade of C or higher is required for this course to be used as a General Education course.

MEA 0002 Introduction to Medical Assisting and Human Relations PSAV
15 clock hours

An overview of medical assisting and related health professions including duties, responsibilities, public relations duties and interpersonal relationships of the health team members are emphasized. Study of the various medical specialties and the history of medicine are included.

MEA 0230 Medical Terminology for Body Systems PSAV
95 clock hours

This course provides the student with knowledge of the organizational and general plan of body, basic chemistry, cells, tissues and membranes, integumentary system, skeletal system, muscular system, nervous system, senses, endocrine system, heart, vascular system, lymphatic system and immunity, respiratory system, digestive system, reproductive systems.

MEA 0240 Mathematics for Clinical Calculations PSAV
35 clock hours

The purpose of this course is to provide the student with knowledge to perform mathematical calculations necessary for the safe administration of medications.

MEA 0242 Pharmacology for the Medical Assistant PSAV
60 clock hours

This course introduces the student to medications, stressing sources, classifications, administration, dosages, contraindications, and side effects. Detailed attention is given to the correct administration of medications by various routes.

MEA 0253 Diseases, Disorders, and Treatment for Medical Assisting PSAV
320 clock hours

This course provides students with the knowledge of the cause, effect and treatment of the disease process and medical conditions. It will provide them with the skills necessary to assist in diagnostic and treatment procedures. Basic principles related to infection control, vital signs, physical examination, patient treatments, minor surgery, instrument care and sterilization, preparation and administration of medications, and physical therapy modalities are stressed.

MEA 0254 Basic Medical Laboratory Techniques for Medical Assistant PSAV
25 clock hours

This course focuses on laboratory studies and is designed specifically for the medical assisting student to include laboratory instruction and practice in specimen collection, microscopy, basic office bacteriology, hematology, and chemistry. Medical laboratory safety and quality control is an integral part of this course.

MEA 0258 Radiology for the Medical Assistant PSAV
25 clock hours

This course provides the student with the basic principles of x-ray handling and processing, radiographic technique and radiation biology, including protection for self, patient, and public.

MEA 0310 Introduction to Medical Office Procedures I PSAV
75 clock hours

This course provides an introduction to roles and responsibilities of a medical office assistant. Primary focus on front office functions such as appointment scheduling, patient interaction, medical records, medical office automation, legal, ethical issues related to medical assisting as a profession.

MEA 0322 Advanced Medical Office Procedures PSAV
45 clock hours

This course is a continuation of the roles and responsibilities of the medical office assistant. The primary focus will be on advanced medical office administrative functions and work-based simulation activities.

MEA 0334 Medical Insurance and Coding PSAV
75 clock hours

This course covers the purpose of medical insurance, the variety of plans, the payments of benefits, the abstracting of medical information from charts, the processing of claims and coding for insurance purposes. Practice in preparing and filing insurance forms is provided. The students learn to transcribe from verbal and written descriptions of diseases, injuries, and medical procedures into internationally standardized numerical designations for third party payers.

MEA 0520 Phlebotomy for the Medical Assistant PSAV
75 clock hours

This course teaches the theory and skills required for the medical assistant to perform basic phlebotomy procedures in the physician's office or medical clinic.

MEA 0540 Electrocardiography for the Medical Assistant PSAV
75 clock hours

This course teaches the essentials of performing diagnostic ECG's, using the knowledge of the anatomy and physiology of the circulatory system, conduction principles, and the cardiac cycle.

MEA 0801 Externship in Medical Assisting PSAV
173 clock hours

This course provides the student with hands-on experience in a physician's office, clinic, or laboratory to demonstrate mastery of required competencies. All program courses must be completed prior to beginning the externship.

MGF 1106 Liberal Arts Mathematics AA
3 credits (3 lecture hours)

Prerequisites: "C" or above in MAT 1033, or 72 & above (EA) FCELP and 44 & above (CLM) FCELP or/and one year of high school algebra and passing score on the placement exam

This course will give students some of the mathematical and computational skills essential for success in the Liberal Arts areas as well as in real-life situations. It will give the Liberal Arts students the essential skills needed in the areas of probability and statistics, sets, logic and geometry and to prepare them for these areas on the CLAST.

MGF 1107 Finite Mathematics AA
3 credits (3 lecture hours)

Prerequisite: MAT 1033 or equivalent

This course will give students some of the mathematical and computational skills essential for success in the liberal arts area as well as in real-life situations. This course will include selected topics from Financial Mathematics, Linear and Exponential Growth, Numbers and Number Systems, History of Mathematics, Number Theory, Graph Theory and Voting Techniques. A grade of C or higher is required for this course to be used as a General Education course.

MGF 1109 Ratio and Proportion AA
1 credit (1 lecture hour)

Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test

This module is a study of ratio, proportion and variations, fractions, decimals and conversion of metric system, with medical application including medical abbreviations, medication dosages and intravenous medications.

MGF 1111 Geometry AA
1 credit (1 lecture hour)

Prerequisites: "C" or above in MAT 1033, or 72 & above (EA) FCELP and 44 & above (CLM) FCELP or/and one year of high school algebra and passing score on the placement exam.

This module is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement.

MGF 1112 Logic AA
1 credit (1 lecture hour)

Prerequisites: "C" or above in MAT 1033, or 72 & above (EA) FCELP and 44 & above (CLM) FCELP or/and one year of high school algebra and passing score on the placement exam.

This module involves an analysis of sentence structure and truth values. It includes valid and invalid arguments and methods of proof.

MGF 1118 CLAST Mathematics Review AA
1 credit (1 lecture hour)

This course is a review of the competencies tested on the state-mandated CLAST examination. Topics include Arithmetic, Geometry, Logic and Statistics from the computational subtest of the CLAST examination. Required for students needing mathematics remediation for the CLAST examination. Graded Passing or Not Passing, (P or N).

MKA 1041 Principles of Retailing I AS
3 credits (3 lecture hours)

A study of the principles, procedures and techniques of retailing, buying, pricing merchandise and of determining consumer demand. Particular attention will be given to the problems of when and how to buy and sources of supply. The organization and function of major divisions in retail establishments are studied to promote and understanding of the varied responsibilities and activities of buyers.

MKA 1511 Advertising AS
3 credits (3 lecture hours)

This course has been planned for students wanting strong preparation in the field of advertising. Students learn the conceptual foundation which provides the necessary theoretical framework for understanding advertising, the planning stage required for successful advertising and the actual execution of advertising.

MKA 2021 Salesmanship AS
3 credits (3 lecture hours)

This course is designed to prepare the student for entry into the field of selling. The student learns buyer characteristics and behavior patterns, prospecting, planning, and delivering the presentation, handling objections and closing the sales, dealing with the legal, social, ethical and personal responsibilities of the salesperson and the nature and scope of sales management.

MKA 2042 Principles of Retailing II AS
3 credits (3 lecture hours)

Prerequisite: MKA 1041

Principles of Retailing II covers retail product merchandising including basic merchandise knowledge; display; men's, women's and children's inner and outer apparel items; and home goods.

MMC 1000 Survey of Communication AA
3 credits (3 lecture hours)

This course is structured to enrich the students' understanding of the American mass media system and its influence on social, political, economic and cultural agenda. Topics include media impact, ownership and control, organizational structure and a basic history of the media.

MMC 1100 Basic News Writing for Mass Media AA
3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

This course is designed primarily for beginners of news reporting, but seasoned reporters will also benefit from its contents. Topics include information gathering and processing, strategies of interviewing, basic and hard news lead composition, basic story structure.

MMC 1949C Mass Media Internship I AA
3 credits (1 lecture hour, 10 lab hours)

Prerequisite: MMC 1100 or JOU 2103

This course is set up to allow the student to demonstrate in a practical, professional manner what he/she has been taught in the classroom. The hands-on experience will be gained on the job through an internship arrangement with a local establishment.

MMC 2949C Mass Media Internship II AA
3 credits (1 lecture hour, 10 lab hours)

Prerequisite: MMC 1100 or JOU 2103

This course is a continuation of MMC 1949C. It will allow the student to spend an additional semester for more on-the-job experience as an intern with a local establishment.

MNA 2100 Human Relations in Business AS
3 credits (3 lecture hours)

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing this objective. Among the topics studied are motivation, morale, productivity, organization, communications, work and incentives, leadership and the executive and their roles.

MNA 2303 Introduction to Public Personnel Management AS
3 credits (3 lecture hours)

The student concentrates on the major issues facing the manager of public employees including selection and promotional process, performance appraisal systems, labor relations, employee rights and concerns of public sector employment.

MNA 2345 Principles of Supervision AS
3 credits (3 lecture hours)

This course provides an overview of the first level of management dealing primarily with the management of people. The focus is on supervisory processes: examining functions of planning, organizing, staffing, directing, controlling and their relationships to daily responsibilities of the supervisor.

MSS 0252 Massage Therapy I PSAV
270 clock hours

The content includes, but is not limited to, the theory and practice of massage, practice and demonstration, hygiene, ethics, history, massage law, medical terminology, human anatomy and physiology, neurology, Pathology I (basic), consultation, and Myology I (introduction to muscles and their movement). Liability insurance required. Special fees required.

MSS 0262 Massage Therapy II PSAV
250 clock hours

This course will include lecture and hands on laboratory sessions. After completion of this course, students will be eligible to register for Massage Therapy III. This program prepares the student for employment as a licensed massage therapist. After completion of the program, students will be eligible to make applications to take the Florida Department of Health Board of Massage Therapy and National Certification Board for Therapeutic Massage and Bodywork licensure and certification examination. Liability insurance required.

MSS 0263 Massage Therapy III PSAV
152 clock hours

This course will include lecture and hands on laboratory sessions. Upon completion of this course students will have completed the 750 hour Massage Therapy program. This program prepares the student for employment as a licensed massage therapist. After completion of this program, students will be eligible to make applications to that the Florida Department of Health Board of Massage Therapy and National Certification Board of Therapeutic Massage and Bodywork licensure and certification examination.

MTB 0372 Math for Health Professionals PSAV
45 clock hours

This course provides instruction in the practical application of math concepts as needed for employment in the health care system.

MTB 1103 Business Mathematics I AS
3 credits (3 lecture hours)

Information and applications in business situations involving bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, compound interest and present value, stocks and annuities.

MTB 1304 Graphing Calculator AA
1 credit (1 lecture hour)

Prerequisite: MAT1033 or appropriate placement score

This course is designed to instruct students in the use of the graphing calculator. Topics include skill and application problems in College Algebra, Precalculus, Statistics and Calculus. Students must provide the recommended calculators with accompanying manuals.

MTG 2206 College Geometry AA
3 credits (3 lecture hours)

Prerequisite: MAT 1033 or Placement scores: ACT-20, SAT-450, CPT-72(EA) and 44(CLM) and successful completion of high school algebra I & II.

Emphasizes Euclidean Plane Geometry and its relationship to logic, trigonometry, and coordinate geometry. The problems, proofs, constructions, and graphs involve line segments, angles, triangles and polygons, parallel and perpendicular lines, slope of lines, circles, and similarity.

MUC 2301 Introduction to Electronic Music I AA

3 credits (3 lecture hours)

Prerequisites: MVK 1111 A, MUT 1001, or MUT 1111, or instructor permission

This course is designed as an introduction to the concept of sound syntheses, and to the basic hardware components (tape recorder, mixer, synthesizer, computer) and their functions in music production and sound reinforcement. The student should have basic computer skills.

MUC 2302 Introduction to Electronic Music II AA

3 credits (3 lecture hours)

Prerequisite or corequisite: MUC 2301 or instructor permission

This course is a continuation of MUC 2301. Includes techniques of sound mixing, sequencing and sampling.

MUC 2311 Electronic Music I AA

3 credits (3 lecture hours)

Prerequisite: MUC 2302

This course is designed to provide students with hands-on experience of sampling, analysis, synthesis, resynthesis procedures, advanced digital composition, and arranging.

MUC 2312 Electronic Music II AA

3 credits (3 lecture hours)

Prerequisite: MUC 2311

This course is designed to provide students with further study in electronic music synthesis and sound design in musical composition. Emphasis will be placed on the use of computer software, voice editing tools in both learning and exploring synthesis and voice architectures.

MUSIC APPLIED PRIVATE INSTRUCTION AA

Freshman/Sophomore

Corequisite: MUS 0010L (Recital Seminar)

Four semesters of applied private lessons are required for all music majors. Non-music majors and non-degree-seeking students may take private lessons only by permission of the Music Department Chairman. Applied private lessons in the Fall and Spring terms are for one hour per week (2 credits) and numbered in the 1300/2300 series. Applied private lessons in the Summer A and Summer B terms are for one hour per week (1 credit) and numbered in the 1200/2200 series. Individual instruction in a specific musical performance area (brass, keyboard, percussion, strings, voice or woodwinds) is given, including work on proper posture, breathing, tone color and expression. If enrolled for the second or subsequent semester, the student is expected to perform in a departmental recital. The letter "R" is added to the common course number for each applied music course indicating that the course is repeatable up to nine (9) times for credit.

FALL & SPRING TERMS 1300/2300 SERIES**BRASS****Freshman Level**

2 credits (one hour per week)

MVB 1311 R Trumpet AA**MVB 1312 R Horn AA****MVB 1313 R Trombone AA****MVB 1314 R Baritone Horn AA****MVB 1315 R Tuba AA****Sophomore Level**

2 credits (one hour per week)

MVB 2321 R Trumpet AA**MVB 2322 R Horn AA****MVB 2323 R Trombone AA****MVB 2324 R Baritone Horn AA****MVB 2325 R Tuba AA****KEYBOARD****Freshman Level**

2 credits (one hour per week)

MVK 1311 R Piano AA**MVK 1313 R Organ AA****MVK 1314 R Jazz Piano AA****Sophomore Level**

2 credits (one hour per week)

MVK 2321 R Piano AA**MVK 2324 R Jazz Piano AA****PERCUSSION****Freshman Level**

2 credits (one hour per week)

MVP 1311 R Percussion AA**Sophomore Level**

2 credits (one hour per week)

MVP 2321 R Percussion AA**STRINGS****Freshman Level**

2 credits (one hour per week)

MVS 1311 R Violin AA**MVS 1312 R Viola AA****MVS 1313 R Cello AA****MVS 1314 R String Bass AA****MVS 1315 R Harp AA****MVS 1316 R Classical Guitar AA****MVS 1317 R Bass Guitar AA****MVS 1318 R Jazz Guitar AA****Sophomore Level**

2 credits (one hour per week)

MVS 2321 R Violin AA**MVS 2323 R Cello AA****MVS 2324 R String Bass AA****MVS 2325 R Harp AA****MVS 2326 R Classical Guitar AA****MVS 2327 R Bass Guitar AA****MVS 2328 R Jazz Guitar AA****VOICE****Freshman Level**

2 credits (one hour per week)

MVV 1311 R Voice AA**Sophomore Level**

2 credits (one hour per week)

MVV 2321 R Voice AA**WOODWINDS****Freshman Level**

2 credits (one hour per week)

MVW 1311 R Flute AA**MVW 1312 R Oboe AA****MVW 1313 R Clarinet AA****MVW 1314 R Bassoon AA****MVW 1315 R Saxophone AA****Sophomore Level**

2 credits (one hour per week)

MVW 2321 R Flute AA**MVW 2322 R Oboe AA****MVW 2323 R Clarinet AA****MVW 2324 R Bassoon AA****MVW 2325 R Saxophone AA****MUH 1018 History and Appreciation of Jazz AA**

3 credits (3 lecture hours)

Jazz is studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered. Includes principles in how to listen to jazz.

MUL 1010 Music Appreciation AA

3 credits (3 lecture hours)

This course is a survey of historical periods of music development including styles, forms and composers and their works. Provides a basis for intelligent listening and to develop a thorough understanding of music. The course offers credit in general education for all majors. Requires a C or better for transfer for AA degree credit. Gordon Rule writing requirement minimum: 2,000 words.

SUMMER A ■ ■ TERMS 1200/2200 SERIES**APPLIED TRUMPET**

1 credit (one hour per week)

MVB 1211 R Applied Trumpet - Freshman Level AA**MVB 2221 R Applied Trumpet - Sophomore Level AA****APPLIED JAZZ PIANO, SECONDARY INSTRUMENT**

1 credits (one hour per week)

MVJ 1210 R Applied Jazz Piano - Freshman Level AA**MVJ 2220 R Applied Jazz Piano - Sophomore Level AA****APPLIED JAZZ GUITAR**

1 credit (one hour per week)

MVJ 1213 R Applied Jazz Guitar - Freshman Level AA**MVJ 2223 R Applied Jazz Guitar - Sophomore Level AA****APPLIED PIANO, SECONDARY INSTRUMENT**

1 credit (one hour per week)

MVK 1211 R Applied Piano, Secondary Instrument - Freshman Level AA**MVK 2221 R Applied Piano, Secondary Instrument - Sophomore Level AA****APPLIED PERCUSSION**

1 credit (one hour per week)

MVP 1211 R Applied Percussion - Freshman Level AA**MVP 2221 R Applied Percussion - Sophomore Level AA****APPLIED STRINGS**

1 credit (one hour per week)

MVS 1213 R Applied Cello - Freshman Level AA**MVS 1214 R Applied String Bass - Freshman Level AA****MVS 1217 R Applied Bass Guitar - Freshman Level AA****MVS 2224 R Applied String Bass - Sophomore Level AA****MVS 2227 R Applied Bass Guitar - Sophomore Level AA****APPLIED GUITAR**

1 credit (one hour per week)

MVS 1216 R Applied Guitar - Freshman Level AA**MVS 2226 R Applied Guitar - Sophomore Level AA****APPLIED VOICE**

1 credit (one hour per week)

MVV 1211 R Applied Voice - Freshman Level AA**MVV 2221 R Applied Voice - Sophomore Level AA****APPLIED FLUTE**

1 credit (one hour per week)

MVW 1211 R Applied Flute - Freshman Level AA**MVW 2221 R Applied Flute - Sophomore Level AA****MUL 1010 Honors Music Appreciation AA**

3 credits (3 lecture hours)

Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing
Honors components included in this course version.

MUM 1030L Commercial Music Performance AA

1 credit (3 lab hours)

Prerequisite: MUT 1112 or permission of instructor

This course is a performance laboratory experience in commercial music with concentration on repertoire, style, and management of commercial engagements. This will be the Recording Studio Project ensemble. May be repeated for credit.

MUM 1622L Sound Reinforcement and Fundamentals Laboratory AA

1 credit (2 lab hours)

Prerequisites: MUM 2601, MUM 2601L, or consent of instructor

Designed to provide students with "hands on" experience in using sound equipment during music department performance activities.

MUM 2600 Recording Techniques I AA

3 credits (3 lecture hours)

Corequisite: MUM 2600L

This course is an introduction to techniques, practices, and procedures in making eight-track recordings. The student will gain experience with acoustical balancing, editing and over-dubbing in a wide variety of sound situations.

MUM 2600L Recording Techniques I Laboratory AA

1 credit (2 lab hours)

Corequisite: MUM 2600

Offers directed guidance in studio recording techniques as presented in Recording Techniques I.

MUM 2601 Recording Techniques II AA

3 credits (3 lecture hours)

Prerequisites: MUM 2600, MUM 2600L;*Corequisites:* MUM 2601L

Explores multi-track recording skills and audio production techniques. Emphasis is on mixing board skills, microphone techniques, use of outboard equipment and live two-track recording.

MUM 2601L Recording Techniques II Laboratory AA

1 credit (2 lab hours)

Prerequisites: MUM 2600 and MUM 2600L;*Corequisites:* MUM 2601

Offers directed guidance in studio recording techniques as presented in Recording Techniques II.

MUM 2604L Multi-Track Mixdown Techniques AA

1 credit (2 lab hours)

Prerequisites: MUM 2600, MUM 2600L

The application of signal processing gear from a multi-track master recording to stereo mastering machines.

MUN 1021 Electronic Music Ensemble AA

1 credit (2 lab hours)

Prerequisites: MVK 1111 A, MUT 1001, or MUT 1111, or instructor permission

A multi-keyboard ensemble utilizing electronic and acoustic instruments. Various styles of music are explored, with emphasis on popular music arrangements and original compositions. The student should have basic computer skills.

MUN 1120 R Concert Band AA

1 credit (2 lab hours)

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.

MUN 1210 R Concert Orchestra AA

1 credit (3 lab hours)

Provides opportunity for experience in playing orchestral literature. All qualified students are eligible to enroll for credit or audit with permission of the department. This course is offered by cooperative agreement with Palm Beach Atlantic College.

MUN 1310 ■ Concert Chorus AA

1 credit (3 lab hours)

Membership is open to all students. Students participate in the study and performance of choral music. May enroll for credit or audit.

MUN 1410 ■ String Ensemble AA

1 credit (2 lab hours)

Prerequisite: Audition or instructor permission required
Study and performance of literature for string ensembles.

MUN 1420 ■ Woodwind Ensemble AA

1 credit (2 lab hours)

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the classical period through the twentieth century will be studied and performed.

MUN 1430 ■ Brass Ensemble AA

1 credit (2 lab hours)

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the twentieth century will be studied and performed.

MUN 1440 ■ Percussion Ensemble AA

1 credit (2 lab hours)

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the percussion ensemble. Music from the Renaissance through the twentieth century will be studied and performed.

MUN 1492 R Guitar Ensemble AA

1 credit (2 lab hours)

This course provides an opportunity to play in acoustic guitar ensembles from duets to octets. Music is taken from classical and jazz literature. Members are selected by audition.

MUN 1710 A/MUN 2710 A 12 O'Clock Jazz Band (R) AA

1 credit (3 lab hours)

Open to qualified instrumentalists and offers practical experience in the study and performance of standard repertoire for the modern jazz ensemble (in the form of a 17-piece big band).

MUN 1710 B/MUN 2710 ■ Jazz Trombone Ensemble (R) AA

1 credit (2 lab hours)

Open to qualified instrumentalists and offers practical experience in the study and performance of standard repertoire for the modern jazz trombone ensemble (in the form of a trombone big band, complete with rhythm section).

MUN 1710 C/MUN 2710 C Jazz Combo (R) AA

1 credit (2 lab hours)

Jazz combo offers practical experience in the study and performance of standard repertoire for the modern jazz ensemble (in the form of a small jazz ensemble, usually consisting of a pianist, drummer, bass player, guitarist, and one or two horns, and possibly a vocalist).

MUN 1710 D/MUN 2710 ■ Tuesday Nite Jazz Band (R) AA

1 credit (2 lab hours)

Tuesday nite jazz band offers practical experience in the study and performance of advanced repertoire for the modern jazz ensemble (in the form of a 17-piece band).

MUN 1710 E/MUN 2710 E Jazz Guitar Ensemble (R) AA

1 credit (2 lab hours)

The jazz guitar ensemble offers practical experience in the study and performance of standard repertoire for the modern jazz ensemble (in the form of an electric guitar ensemble).

MUN 1710 R/MUN 2710 ■ Jazz Ensemble

1 credit (2 lab hours)

Jazz ensemble offers practical experience in the study and performance of standard repertoire for the modern jazz ensemble (in the form of a 17 piece big band).

MUN 1720 ■ Troubadours AA

1 credit (3 lab hours)

This select ensemble combines vocal performers with instrumental accompanists and performs contemporary sounds of folk, pop, jazz and rock music for the college, civic organizations and at area high schools. Members are selected by annual audition in August, and membership remains fixed through Fall and Spring semesters.

MUN 2340 ■ Chamber Singers AA

1 credit (2 lab hours)

Prerequisite: Membership by audition or instructor permission required.

This course is a study and performance of sacred and secular chamber music of the sixteenth and seventeenth centuries and of contemporary works suitable for a small group of singers.

MUN 2510 ■ Piano Vocal/Instrumental Accompanying AA

1 credit (2 lab hours)

Prerequisite: MVK 1311 R (two semesters) or approval of piano faculty
Corequisite: MVK 2321 R

Accompanying vocal and instrumental students in rehearsal and performance.

MUS 0010L Recital Seminar AA

0 credit (1 lecture hour)

Music majors meet together one hour a week each semester to attend lectures, workshops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation are a requirement of students enrolled in applied music courses.

MUT 1001 Fundamentals of Music AA

3 credits (3 lecture hours)

Basic foundations of music including notation, scales, key signatures, triads, major and minor keys, intervals, rhythm, keyboard orientation. This is the preparatory course to MUT 1111 and MUT 1241.

MUT 1111 Music Theory I AA

3 credits (3 lecture hours)

Corequisite: MUT 1241

This course begins with ■ short review of the basic foundations of music offered in MUT 1001. It continues with harmonic practices in four-part writing, including primary chords in first and second inversion and cadences. This is a university-parallel course for students majoring in music.

MUT 1112 Music Theory II AA

3 credits (3 lecture hours)

Prerequisite: MUT 1111 or equivalent*Corequisites:* MUT 1242

Continuation of MUT 1111, Music Theory I and includes secondary chords, harmonizations of melodies, uses and practices of figured bass, proper usage of non-chord tones and diatonic seventh chord.

MUT 1241 Ear Training and Sight Singing I AA

1 credit (2 lab hours)

Corequisite: MUT 1111 or equivalent

Includes aural dictation and provides ■ practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on diatonic materials.

MUT 1242 Ear Training and Sight Singing II AA

1 credit (2 lab hours)

Prerequisite: MUT 1241*Corequisites:* MUT 1112

This is ■ continuation of MUT 1241. Offered Spring and Summer A only.

MUT 1351 Jazz Arranging I AA

3 credits (3 lecture hours)

Prerequisite: MUT 1112 or instructor permission required

This course is a study of arranging music in popular and jazz styles. Topics include chord symbols, notation, voicing, rhythm section, transposition and style. Arrangements for various small instrumental combinations will be evaluated in class. Offered only in Fall semester of odd-numbered years.

MUT 1352 Jazz Arranging II AA

3 credits (3 lecture hours)

Prerequisite: MUT 1351 or equivalent

This is a continuation of MUT 1351. Offered only in Spring semester of even-numbered years.

MUT 2116 Music Theory ■ AA

3 credits (3 lecture hours)

Prerequisite: MUT 1112 or equivalent*Corequisites:* MUT 2246

This is ■ continuation of MUT 1112 Music Theory II. Introduces chromatic vocabulary of Common Practice Period with use of Secondary Dominant Chords, Secondary Diminished Seventh Chords and Augmented Sixth Chords, Neapolitan Sixth Chords, Modal Change and Modulation. Offered Fall semesters only.

MUT 2117 Music Theory IV AA

3 credits (3 lecture hours)

Prerequisite: MUT 2116 or equivalent*Corequisites:* MUT 2247

This is a continuation of MUT 2116, Music Theory III. Introduces extended tertian harmony and non-tertian harmony, post-common practice harmony, twelve-tone serialism, and major forms. Offered Spring semesters only.

MUT 2246 Ear Training and Sight Singing III AA

1 credit (2 lab hours)

Prerequisite: MUT 1242*Corequisites:* MUT 2116

Includes aural dictation and a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on chromatic materials. Offered Fall semesters only.

MUT 2247 Ear Training and Sight Singing IV AA

1 credit (2 lab hours)

Prerequisite: MUT 2246*Corequisites:* MUT 2117

This course is ■ continuation of MUT 2246. Offered Spring semesters only.

MUT 2641 Instrumental Improvisation AA

1 credit (2 lab hours)

Prerequisite: MUT 1001 or instructor permission required

This is ■ laboratory session involving application of scales, chords, and melody to musical phrasing and expression in jazz.

MVK 1111 A Class Instruction - Piano I AA

1 credit (2 lab hours)

Class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. Not repeatable for grade.

MVK 1111 B Class Instruction - Piano II AA

1 credit (2 lab hours)

Prerequisite: MVK 1111 A or equivalent

This is a continuation of MVK 1111 A with attention to intermediate level keyboard literature and developing skills such as reading, technique, harmonization, and transposition. Not repeatable for credit.

MVK 2121 Class Instruction - Piano ■ AA

1 credit (2 lab hours)

Prerequisite: MVK 1111 B or equivalent

This course is a continuation of MVK 1111 B, where keyboard skills are further developed. Attention is given to sight-reading, technique, harmonizing, improvising and transposing of the intermediate and advanced levels. Not repeatable for credit.

MVK 2122 Class Instruction - Piano IV AA

1 credit (2 lab hours)

Prerequisite: MVK 2121 or equivalent

This course is a continuation of MVK 2121 with special consideration given to preparing the student for the Upper Division Piano Proficiency Examination. Not repeatable for credit.

MVS 1116 A Class Instruction - Guitar I AA

1 credit (2 lab hours)

Class lessons for beginning students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments, and music reading. Students must furnish their own instruments.

MVS 1116 ■ Class Instruction - Guitar ■ AA

1 credit (2 lab hours)

Designed for the student who has an elementary-playing facility on the guitar. Instruction is given in playing of chords, scales, arpeggios, solos, sight-reading and ensemble playing. Students must furnish their own instruments.

MVV 1111 A Class Instruction - Voice I AA

1 credit (2 lab hours)

This course covers techniques of posture, tone production, expression, diction, music reading, and repertoire.

MVV 1111 B Class Instruction - Voice ■ AA

1 credit (2 lab hours)

Prerequisite: MVV 1111 A or equivalent

This is a continuation of MVV 1111 A.

NUR 1022L Nursing I Skills Lab AAS

1 credit (3 lab hours)

Prerequisites: CHM 1015, HSC 1000/1000L, Procalc 80% proficiency, BSC 1085/1085L, HSC 1010 or NUR 2130;

Corequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023/1023L, NUR 1144

Students will achieve basic client care skills that are utilized or delegated by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Includes one hour per week of "Wellness Circle" for development of problem-solving skills. This course may be taken independently with special permission.

NUR 1023 Nursing I AAS

4 credits (4 lecture hours)

Prerequisites: CHM 1015, Procalc 80% competency, BSC 1085, BSC 1085L, HSC 1000/1000L, HSC 1010 (or NUR 2130) and admission to the Nursing program;

Corequisites: MCB 2010/2010L and BSC 1086/1086L, NUR 1023L, NUR 1022L, NUR 1144

Introduces nursing as a holistic profession, which cares for and supports wellness for one's self and other's across the lifespan. At the completion of this course the student will have acquired a variety of "tools" for providing nursing care by utilizing five concepts of human functioning. They are: oxygenation, cellular integrity, regulation, sensory/perception/cognition and mobility. This is accomplished through the creation of "learning environments" which honor and maximize student learning styles.

NUR 1023L Nursing I Clinical AAS

3 credits (8 clinical hours)

Prerequisites: CHM 1015 or higher, Procalc 80% proficiency, BSC 1085/1085L, HSC 1000 and HSC 1010 or NUR 2130

Corequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023, NUR 1022L, NUR 1144

The beginning nursing student will integrate content from classroom learning activities and skills lab practice experiences. Care will be provided to selected clients across the lifespan in a variety of settings. Focus is on assessment and wellness.

NUR 1144 Introduction to Pharmacotherapeutics AAS

2 credits (2 lecture hours)

Prerequisites: CHM 1015, Procalc 80% proficiency, BSC 1085/1085L, HSC 1000/1000L, HSC 1010 or NUR 2130

Corequisites: MCB 2010/2010L, BSC 1086/1086L

This course introduces the beginning level nursing student to the concept of pharmacotherapeutics. At the completion of this course the student will have an understanding of the major drug classifications as they relate to the nursing process and the five concepts of human functioning.

NUR 1212 Nursing II AAS

7 credits (7 lecture hours)

Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023 and 1023L, NUR 1022L, NUR 1144;

Corequisites: NUR 1212L and 1213L, HLP 1083, HUN 1201

Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and goal attainment will be applied to commonly occurring human responses to health challenges of individuals and families across the lifespan. The focus is upon the use (application) of the concepts to assist individuals to meet their goals. A variety of nursing practice settings will be explored.

NUR 1212L Nursing ■ Clinical AAS

4 credits (12 clinical hours)

Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1022L, NUR 1023/1023L, NUR 1144

Corequisites: NUR 1212, NUR 1213L, HLP 1083, HUN 1201

The continuing nursing student will integrate content from classroom learning activities and skills lab when caring for individuals with commonly occurring human responses to health challenges. Practice involves, but is not limited to: well childbearing families, pediatric, adult, geriatric clients in a variety of acute, extended and out-patient care environments.

NUR 1213L Nursing ■ Skills Lab AAS

1 credit (3 lab hours)

Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1144, NUR 1023/1023L, NUR 1022L, Procalc 80% proficiency

Corequisites: NUR 1212, NUR 1212L, HUN 1201, HLP 1083

Students will achieve complex client care skills that are utilized by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Includes one hr/week of "Wellness Circle" for the development of problem-solving skills.

NUR 2000L Introduction to Professional Nursing AAS

1 credit (3 lab hours)

Prerequisite: LPN; transitional students

This course must be taken prior to entering the nursing program. This course is designed as a transitional course for the LPN or transfer student who is becoming a professional nurse. This course encompasses the areas of role definition; providing/ managing care of individuals and groups utilizing goal attainment to reach an optimum state of health and wellness.

NUR 2041 Nursing Among the Guatemalan Culture AAS

1 credit (1 lecture hour)

Prerequisite: Allied health student or professional

Corequisites: NUR 2041L

This course will introduce the student to the primary health care delivery in the developing country of Guatemala. It will provide opportunities to gain an understanding of the social, political and economic issues while gaining an increased cultural awareness and sensitivity.

NUR 2041L Clinical Outreach in Guatemala AAS

2 credits (2 lab hours)

Prerequisite: Allied Health professional or student;

Corequisite: NUR 2041

Through participation in rural primary health care, the individual will be introduced to the social, economic, political and health care issues of Guatemala. Included will be issues of cultural diversity, utilization of the "keys to primary health," identification and monitoring of common tropical and recurring health problems as seen in a tent clinic in Guatemala. Expenses for travel required.

NUR 2070 Overcoming Communication Barriers with the Hispanic Patient AAS

1 credit (1 lecture hour)

This course is designed to assist the participant in understanding and communicating with Hispanic clientele. The curriculum is structured to discuss the cultural aspects that influence health-care, as well as practicing different methods for communicating with Hispanic clients including verbal and non-verbal techniques. This is a fun, interactive and stress free course.

NUR 2091 Advanced Principles of I.V. Therapy ATC

1 credit (1 lecture hour)

This course is designed for the RN who has a working knowledge of the fundamentals of I.V. therapy. Care of patients with a variety of long and short term central venous catheters will be discussed. Different types of catheters, along with their care, similarities, and differences will be included. Hyperalimentation therapy will be addressed as an alternative method of providing for the nutritional needs of the adult. The course includes a theoretical component and a simulated clinical practice.

NUR 2096 Physical Assessment of the Neurological Systems - Part I ATC

1 credit (1 lecture hour)

The complexities of neuroanatomy and neurophysiology often limit the nurse's appreciation of the value of specific tools of physical assessment available to extrapolate valuable data regarding patient status. It is the goal of this course to overcome that intimidation factor by providing participants with a brief introduction to basic techniques employed in the assessment and evaluation of the neurological system. Hands on and didactic presentations will be utilized.

NUR 2130 Human Growth and Development AA

3 credits (3 lecture hours)

Introduces the student to the principles and processes of normal human growth and development. The student will understand and apply these concepts to specific age groupings, from conception through death. Health care implications and adaptations will be integrated with course content. Biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on the use of therapeutic skills.

NUR 2144 Pharmacotherapeutics of the Critically Ill Adult ATC

2 credits (2 lecture hours)

Prerequisite: Current RN license

This course provides an in-depth analysis of the actions and interactions of currently used pharmacological interventions for the critically ill patient. Dosing, drug calculations and application of therapeutic effect will also be included. Case studies will be discussed for titration of hemodynamic altering medications.

NUR 2171 Introduction to Complementary and Alternative Medicine (CAM) ATC

2 credits (2 lecture hours)

This course is designed for practicing Registered Nurses (and other health care providers) who are interested in developing new skills in relating to patients in a holistic manner using a CAM basis and understanding. This holistic approach is founded on both ancient and contemporary philosophies, which acknowledge and integrate all four aspects of self-physical, mental, emotional and spiritual. Emphasis will be placed on heightened self-awareness and self-care to be expanded to facilitate heightened awareness and care of patients. Course presentations will be dynamic, experiential and interactive.

NUR 2172 Harnessing Energy for Healing ATC

2 credits (2 lecture hours)

This course is designed for practicing Registered Nurses (and other health care providers) who are interested in developing new skills with which to relate to patients in a holistic manner using a body-mind healing perspective. Various forms of self-massage and healing touch will be explored as well as guided imagery, affirmation and prayer. These self-empowering techniques, anchored in a field of Complementary and Alternative Medicine (CAM) are used to facilitate wellness, reduce stress and prevent disease. Emphasis will be placed on heightened self-awareness and self-care to expand a heightened awareness and care of patients. Course presentations will be dynamic, experiential, and interactive.

NUR 2191 Cardio-Pulmonary Pharmacotherapeutics ATC

2 credits (2 lecture hours)

Prerequisite: Current RN license

This course is designed to provide the student with concepts of pharmacology and pharmacotherapeutics in relation to classification and physiological effects of the cardiovascular and respiratory systems, including nursing implications and client/patient education.

NUR 2215 Nursing III AS

8 credits (8 lecture hours)

Prerequisites: NUR 1212, NUR 1212L, NUR 1213L, HUN 1201, HLP 1083, ENC 1101

Corequisites: HLP 1087, NUR 2215L

Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and goal attainment will be differentiated across the lifespan related to less-commonly occurring human responses to health challenges. The focus is on the application and analysis of these concepts to assist individuals to achieve their goals.

NUR 2215L Nursing III Clinical AS

4 credits (12 lab hours)

Prerequisites: NUR 1212, NUR 1212L, NUR 1213L, HUN 1201, HLP 1083, ENC 1101

Corequisites: NUR 2215, SYG 2000, HLP 1087

Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition, mobility, the theories of holism and goal attainment will be analyzed and applied to the nursing care of clients across the lifespan with less-commonly occurring human responses to health challenges. Clinicals will occur with childbearing families, pediatric, adult, and geriatric patients in a variety of environments including acute care facilities, mental health facilities, and out-patient centers.

NUR 2241 Medical-Surgical Nursing ATC

6 credits (4 lecture hours, 2 lab hours)

This course provides an up-to-date study of the role of the registered nurse caring for the medical-surgical patient. Health care management issues will be discussed as they relate to area demographics. A systemic analysis of pathophysiological states will be the primary focus of the course, along with determining a plan of care based on the nursing process. The integration of discussed concepts and interpretation of outcomes will be incorporated through utilization of case studies. Critical thinking and situation analysis will be an essential component of the course.

NUR 2250 Community Home/Health Nursing: Standards and Regulations ATC

4 credits (4 lecture hours)

Prerequisites: Current RN license, NUR 2241

This course offers the participant knowledge of the (1) interrelationships of home care with other providers in the health care system, (2) trends in home care, (3) professions that have applicability to home care and the role of the nurse in home care. Applicable pay or, state and federal regulations will be covered as they relate to home care agency practice.

NUR 2274 Emergency Room/Trauma Nursing ATC

6 credits (5 lecture hours, 3 clinical hours)

Prerequisites: Current RN license, current ACLS certification and NUR 2297 or challenge exam

This course is designed for those registered nurses who have currently completed a basic EKG course and ACLS. The program will provide information on the broad scope of practice endemic to emergency nursing. The pathophysiology of injuries and medical emergencies will be reviewed. Rapid and systematic assessment tools and interventions utilized in emergency nursing care will be introduced.

NUR 2291 Critical Care Nursing ATC

6 credits (10 clinical hours)

Prerequisites: Current RN license, NUR 2297 and NUR 2235 or challenge exam. NUR 2294C meets both these prerequisites

This course is designed for practicing registered nurses who are interested in developing new skills in the nursing management of critically ill patients. The approach is unique and stresses nursing process and nursing management along with pathophysiology. Emphasis will be placed on anticipatory care planning and problem solving. Nursing process approaches are presented in a manner that has proven to be both meaningful, realistic and relevant for nurses.

NUR 2293C Perioperative Nursing ATC

6 credits (4 lecture hours, 6 lab hours)

Prerequisites: (1) RN licensed in Florida; (2) minimum of six months medical/surgical nursing; (3) employed at a hospital or has agreement with operating room to act as preceptor; (4) current BCLS certification; (5) professional liability and accident insurance. Prepares registered nurses for beginning level employment as staff nurses in the operating room.

NUR 2294C Cardiovascular Nursing ATC

6 credits (6 lecture hours, 4 lab hours)

Prerequisites: Current RN license, NUR 2935 or successful challenge exam or NUR 2291C

This is a course for graduate nurses and involves the study of pathophysiology and electrophysiology and nursing care of the client with acute and chronic ischemic heart disease. The course emphasizes clinical integration with theory. Resource people are used in areas of specialization. Clinical integration of the theoretical component is consistently emphasized through use of case studies.

NUR 2296 Physical Assessment of Advanced Concepts of Arrhythmia Interpretation ATC

2 credits (2 lecture hours)

Prerequisite: Current RN license, NUR 2935 or successful challenge exam or NUR 2291C or NUR 2294C

This course of study is designed for health care providers who have successfully completed a Basic EKG course and a 12 lead course. This class will incorporate the databases from these previous courses as well as introduce additional (more advanced) concepts of arrhythmia interpretation. Physical assessment of arrhythmia will be stressed and a case presentation format consistently utilized.

NUR 2297 Clinical Integration of Basic Electrocardiography for Nurses ATC

3 credits (3 lecture hours)

Prerequisite: Current RN license

This course prepares participants to interpret EKG rhythm strips. The class time is divided between lecture and strip reading. Medical and nursing interventions related to EKG rhythm interpretation are discussed. Clinical integration of basic electrocardiographic principles through utilization of case study format will be consistently emphasized.

NUR 2392 Pediatric Intensive Care Nursing ATC

6 credits (6 lecture hours)

Prerequisite: RN with current Florida license

This course of study is designed for the registered nurse who desires an in-depth knowledge of the critically ill or injured pediatric patient. A systems approach will be presented culminating in the recognition of the pathophysiology, treatment modalities and psychosocial interventions for the child and his/her caregivers. The participant will be trained in the rationale for and the management of, invasive monitoring, ventilatory management, lab value interpretations and Pediatric Advanced Life Support.

NUR 2690 Community Home/Health Nursing: Documentation ATC

4 credits (4 lecture hours)

Prerequisites: Current RN license, NUR 2252, NUR 2691

With the current health care environment, documentation is playing a key role in the future movement towards outcomes-based care. Outcomes measurement provides a mechanism by which the client's progress can be measured across the time continuum. This course will provide the participant with the knowledge and skills needed to effectively: (1) Utilize standardized measurement tools, (2) Document interventions, (3) Establish patient specific outcomes, (4) Evaluate patient progress towards desired outcomes.

NUR 2712 Nursing IV AS

5 credits (2 lecture hours, 9 lab hours)

Prerequisites: NUR 2215, NUR 2215L, HLP 1087, SYG 2000

Corequisites: HLP 1088, NUR 2943L

Using the theories of holism and goal attainment, the concepts of oxygenation, cellular integrity, regulation, perception, perception/sensory/ cognition and mobility will be applied across the lifespan in the synthesis and evaluation of complex nursing situations in both critical care and community settings. Clinical environments that will be explored include: critical care and ambulatory care/home or home-like settings.

NUR 2790 Registered Nurse First Assistant (RNFA) Lecture ATC

3 credits (3 lecture hours)

Prerequisites: (1) RN with a minimum of two years recent perioperative experience in the roles of scrub, circulator or first assisting; (2) CNOR certification; (3) Must be licensed to practice as a registered nurse in the state in which his/her clinical internship will be accomplished; (4) BCLS certified, ACLS preferred; and (5) Must submit two letters of recommendation

This course will expand on the basic knowledge of the perioperative nurse. It will emphasize functions and knowledge necessary for the RN First Assistant to acquire so that he/she may be able to assist the surgeon in performing a safe operation with optimal patient outcomes. The unique pre-operative, intraoperative, and post-operative responsibilities of the RNFA will be explained upon using the nursing process. Manual dexterity and performance of these behaviors will be demonstrated as the background for the clinical component.

NUR 2790L Registered Nurse First Assistant (RNFA) Clinical ATC

3 credits (2 clinical hours)

Prerequisites: (1) Current copy of malpractice insurance policy specific for the RNFA; (2) Current copy of health insurance policy; (3) Current copy of BCLS card; (4) Completed Heptavox form or waiver; and (5) NUR 2790

Corequisites: NUR 2790

This course allows for the clinical preparation of the perioperative nurse expanding her/his knowledge and skills into the RNFA role. To be directly supervised during this internship by a college approved surgeon mentor of the student's choice. The student will also be assigned to a member of the faculty who will follow the student's clinical activities. The student will not be considered an RN First Assistant Intern (RNFA) until the minimum of 144 clinical hours has been met.

NUR 2791 Antibiotic and Anti-infective Therapy ATC

2 credits (2 lecture hours)

Prerequisite: Current RN license

This course is designed to discuss basic concepts of colonization, infection, antibiotic resistance and the role of the immune system in infection prevention and control. Specific microorganisms and drugs of choice for treatment will also be discussed.

NUR 2793 Nursing Process Applied to Basic Principles of Intravenous (IV) Therapy ATC

2 credits (2 lecture hours)

Prerequisite: Current RN license

This course of study is designed to discuss basic principles of intravenous (IV) therapy using the nursing process as a guide to emphasize clinical integration of content. There is a classroom, simulated clinical practice component included in the curriculum.

NUR 2794 Clinical Assessment of Oxygenation and Acid-Base Status ATC

2 credits (2 lecture hours)

Prerequisite: Current RN license

This course prepares the participants to interpret and analyze arterial blood gas reports as they relate to patient presentations seen in the variety of balance and altered oxygenation status, as well as assessment of associated electrolyte disturbance will also be discussed. Clinical integration through use of case study format will be consistently utilized.

NUR 2797 Clinical Integration of Mechanical Ventilation ATC

2 credits (2 lecture hours)

Prerequisite: Current RN license, NUR 2291C or NUR 2794

This course is designed to overview commonly used modalities of mechanical ventilation. The purpose, initiation, maintenance, weaning, monitoring effectiveness of and termination of mechanical ventilation of the seriously ill adult will be discussed. Measurements and calculations of assessment parameters will be addressed with respect to different pulmonary disease processes through the use of case studies.

NUR 2798 Intensive Care of Cardiac Surgery Patients ATC

2 credits (2 lecture hours)

This course provides a framework for the experienced health care professional to utilize in caring for the cardiac surgery patient. This course outlines cardiac anatomy and physiology, development of coronary artery and valve disease, surgical procedures for the correction of coronary artery and valve disorders. Explicit nursing care is provided beginning with the preoperative patient assessment through the preoperative phase and post-operative recovery of the patient. The post-operative care focuses on patient complications related to the cardiac, pulmonary, neurological, endocrine, hemotologic systems and their specific interventions. The newest procedures the Minimally Invasive Coronary Artery Bypass is described and patient care is outlined.

NUR 2799 Pharmacology for Advanced Cardiac Life Support ATC

2 credits (2 lecture hours)

This course is designed to generate a more comprehensive understanding of medications used in Advanced Cardiac Life Support algorithms, including antiarrhythmics, vasopressors, inotropes, and nitrates. Indications for these medications, as well as methods of administration and dosage, side effects, and expected clinical outcomes will be thoroughly discussed. This is not an ACLS certification course. Rather, it is intended to prepare and/or expand the practitioner's understanding of ACLS algorithms.

NUR 2921 Special Topics in Cardiovascular Nursing ATC

1 credit (1 lecture hour)

This curriculum is designed to present current topics in cardiovascular nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2922 Special Topics in Cardiovascular Nursing ATC

2 credits (2 lecture hours)

This curriculum is designed to present current topics in cardiovascular nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2923 Special Topics in Community/Home Health Nursing ATC

1 credit (1 lecture hour)

This curriculum is designed to present current topics in community/home health nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2924 Special Topics in Community Home Health Nursing ATC

2 credits (2 lecture hours)

This curriculum is designed to present current topics in community/home health nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2925 Special Topics in Critical Care Nursing ATC

1 credit (1 lecture hour)

This curriculum is designed to present current topics in critical care nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2926 Special Topics in Critical Care Nursing ATC
2 credits (2 lecture hours)

This curriculum is designed to present current topics in critical care nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2927 Special Topics in Medical Surgical Nursing ATC
2 credits (2 lecture hours)

This curriculum is designed to present current topics in medical surgical nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2933 Integration Healing Touch with Technology ATC
1 credit (1 lecture hour)

This program is a course of which incorporates a variety of basic to advanced healing modalities. The principles and practices of Holistic Nursing will be discussed.

NUR 2934L Clinical Preceptorship in Intravenous Therapy ATC

1 credit (3 clinical hours)

Prerequisite: Current RN license, current BCLS certification, professional malpractice insurance, Hepatitis B vaccination or waiver, proof of negative TB test within 6 months, NUR 2793

Component I: Guided multi-media competency-based individualized instruction. Component II: One-on-one practicum in clinical setting, average of four (4) hours (minimum of two, maximum of six) to complete required technical competencies.

NUR 2935 Clinical Applications of Twelve Lead Electrocardiography ATC

3 credits (3 lecture hours)

Prerequisite: NUR 2297 or successful challenge exam

This course is designed to acquaint the participant with basic concepts of 12 lead electrophysiology, with an overall objective to integrate arrhythmia interpretation and specific clinical presentations based on these 12 lead concepts. Areas to be discussed include axis determination, hemiblock, bundle branch block and patterns of injury and/or infarction. Pathophysiology of AV block (i.e., Type 1 vs. Type 2 conduction disturbances) will also be discussed. Emphasis will be placed on 12 lead interpretation and strip interpretation as well as actual case study analysis.

NUR 2940 Special Topics in Medical Surgical Nursing ATC
1 credit (1 lecture hour)

This curriculum is designed to present current topics in medical surgical nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2942L RN Clinical Preceptorship ATC
4 credits (12 clinical hours)

This is a hospital-based six-week course during which the registered nurse is partnered with an RN preceptor to develop skills as a primary health care professional. During the six weeks, the role of the preceptee is progressed from a novice level of care to one of competence and confidence by directly interacting with patient and other members of the health care team. Post conferences will be held once a week to discuss and analyze the experience and to set goals.

NUR 2943L Clinical Preceptorship AS
4 credits (12 lab hours)

Prerequisite: Completion of all nursing courses

Corequisites: NUR 2712C, HLP 1088

This course builds on the knowledge and skills obtained in the nursing curriculum and integrates the curriculum concepts in varied/diverse practice settings. Synthesis of management, organizational culture and interpersonal relationship principles are applied with developing independence in the practice of nursing. This course facilitates the students' evaluation of principles and practices of the profession of nursing while assisting in the role transition to a practicing registered nurse. Clinical environments could be, but are not limited to: medical/surgical, mental health, pediatric, maternity, critical care, home, nursing home and extended or ambulatory care units. Special fees required.

NUR 2944L Critical Care Nursing Preceptorship ATC
2 credits (6 clinical hours)

Prerequisites: Current RN license, NUR 2291C

This course is designed to provide the professional nurse the opportunity to integrate the information provided in the classroom with the assessment and management of the patient at the bedside and to perform the technical skills studies in the Critical Care Nursing Course.

NUR 2945 Special Topics in Perioperative Nursing ATC
1 credit (1 lecture hour)

This curriculum is designed to present current topics in perioperative nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2946 Special Topics in Perioperative Nursing ATC
2 credits (2 lecture hours)

This curriculum is designed to present current topics in perioperative nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2948L Cardiovascular Nursing Preceptorship ATC
2 credits (6 clinical hours)

Prerequisites: Current RN license, NUR 2294C

This course is designed to provide the professional nurse the opportunity to integrate the information provided in the classroom with the assessment and management of the cardiac patient at the bedside and to perform the technical skills studies in Cardiovascular Care.

NUR 2950 Physical Examination and History Taking of the Adult - Part I ATC

3 credits (3 lecture hours)

Prerequisite: Current RN license

This course will provide the participant with a systemic approach to a physical examination. Communication techniques for the interviewer will be discussed, with the expected outcome of facilitating a concise, precise and relevant patient history. Major body system normal and abnormal physical findings will be discussed along with related pathophysiological states.

OCA 0302 Word Processing for the Health Professional PSAV

45 clock hours

This course will introduce basic word processing concepts and functions. Students will learn how to enter and modify text, format documents and use various word processing tools.

OCA 0303 Keyboarding PSAV
45 clock hours

This course provides instruction in touch operation of the alphabetic and numeric keyboard. Emphasis will be on the development of basic keyboarding skills needed to perform business and word processing activities.

OCA 0501 Business Software Applications PSAV
150 clock hours

This course expands on the competencies acquired in Building Speed and Accuracy with a primary focus on employment objectives. Students will continue to build speed and accuracy on the keyboard and create documents using business office software applications.

OCA 0502 Advanced Business Software Applications PSAV
175 clock hours

This course further expands on the competencies acquired in Business Software Applications to assist the student in meeting industry standards for employment. Emphasis will be on advanced skill-building, advanced administrative software applications, and simulation of workplace activities.

OCA 0504 Business Applications I PSAV
150 clock hours

This course provides the student with a thorough understanding of modern office software and its impact on the business environment. The features of word processing, spreadsheets, databases and presentation software are covered on an intermediate level.

OCE 1001 Introduction to Oceanography AA
3 credits (3 lecture hours)

This course covers the fundamentals of chemical, biological, physical, and geological characteristics of the world ocean system. Special emphasis is placed on Florida and its unique relationship with its surrounding marine environment. A grade of C or higher is required for this course to be used as a General Education course.

OCE 1001L Introduction to Oceanography Lab AA
1 credit (2 lab hours)

A hands-on laboratory experience in physical, chemical, biological and geographical oceanography. A grade of C or higher is required for this course to be used as a General Education course.

ORH 1010 Introduction to Horticulture AS
3 credits (3 lecture hours)

This course introduces the science and practices underlying occupations in ornamental horticulture. Horticultural biology, factors affecting plant growth and basic cultural practices are emphasized. A broad perspective of the horticultural industry is also provided.

ORH 1016 Environmental Issues in Horticulture AS
3 credits (3 lecture hours)

The field of horticulture has a mixed history in relation to the environment. The purpose of this course is to explore the environmental contributions and hazards of South Florida horticulture, and to provide positive environmentally responsible alternatives to questionable historical practices. Topics to be covered include water use; contamination of ground and surface waters; the ecology of pesticides and herbicides; invasive exotic plants; plants and air quality; soil subsidence; horticulture and urban wildlife; xeriscaping; habitat restoration; remediation; and the use of plants in environmentally sensitive design.

ORH 1281 Introduction to Orchids and Their Culture AS
3 credits (3 lecture hours)

Prerequisite: PLS 2220

Students are provided with an introductory survey of orchid biology and culture along with the taxonomic basis for identifying important genera and species.

ORH 1320 Introduction to Palms and Their Culture AS
3 credits (3 lecture hours)

The uniqueness of palms and their interesting morphology provide the basis for this introductory course. Students are also introduced to the production and culture of palms that are appropriate for South Florida landscape use.

ORH 1840 Landscape Construction AS
3 credits (3 lecture hours)

Basic skills in landscape construction including blueprint reading, landscape layout, installation of plant materials, hardscape construction, drainage systems and landscape lighting.

ORH 2220 Turfgrass Culture AS
3 credits (3 lecture hours)

This course is structured to give students a working knowledge of the cultural requirements of cool and warm season turf grasses used in the United States, with emphasis on the warm season grasses used in Florida. Morphology, primary and secondary cultural practices, pest management and propagation will be covered.

ORH 2241 Arboriculture AS
3 credits (3 lecture hours)

This introductory course deals with the selection, planting and care of woody plants. Topics emphasized are establishment, fertilization, pruning and irrigation. Students who master the material are expected to qualify as Certified Arborists with the International Association of Arboriculture.

ORH 2251 Florida Horticulture Professional Preparation AS
3 credits (3 lecture hours)

This is an introduction to the nursery industry including business management, nursery organization, marketing, inventory control, cultural practices, and pest management.

ORH 2412 Plant Physiology AS
3 credits (3 lecture hours)

Plant physiology offers students a broad survey of physiological processes and responses of flowing plants to the environment. Water relations, mineral nutrition, photosynthesis, respiration and growth are emphasized.

ORH 2510 Ornamental Plant Identification I AS
3 credits (3 lecture hours)

This course focuses on the identification, growth characteristics, culture, and use of subtropical and tropical landscape plants. Materials include trees, shrubs, vines, ground covers, and foliage plants.

ORH 2511 Introduction to Plants of South Florida Ecosystems AS
3 credits (3 lecture hours)

An overview of the native flora (plant life) of Palm Beach County taught largely in the field. Plants will be studied primarily by their ecological associations and habitats, with additional attention to family groupings. This course is relevant to anyone interested in native plants or local ecology, to those studying environmental science, as well as to horticulturists interested in native plants.

ORH 2521 Horticultural Taxonomy AS
3 credits (3 lecture hours)

This course will provide an overview of the principles of plant classification relevant to horticulture, and an overview of the major plant groups involved in South Florida horticulture. The course will also provide insights into plant nomenclature and informational retrieval on horticultural plants.

ORH 2601 Horticulture Sales and Services AS
3 credits (3 lecture hours)

Prerequisites: ORH 1010, BUL 2240, MAR 2011, MKA 1041

Management insights provided in business courses are applied to sales and services in the horticulture industry. The merchandising of plant materials and the provision of contractual services that can be offered by various types of horticulture businesses are emphasized.

ORH 2800 Introduction to Landscape Design AS
3 credits (3 lecture hours)

This introductory course teaches the theory and practice of landscape design. Students will be given a basic understanding of the design process that includes a needs survey, site and project analysis, base plan and design preparation, budgeting and presentation.

ORH 2833 Landscape Design II AS
3 credits (3 lecture hours)

Prerequisite: ORH 2830

This course prepares students to design urban and community spaces. Modern and alternative design approaches are explored and emphasized. Integration of information from Introduction to Landscape Design and additional horticultural classes is a feature of this course.

ORH 2835 Computer-Aided Landscape Design AS
3 credits (3 lecture hours)

Prerequisite: ORH 2830 or consent of instructor

In this course students with introductory design skills are taught the advanced techniques of computer-aided landscape design. Proficiency in generating finished designs, estimating, and plotting are emphasized.

ORH 2873 Interiorscape Design and Maintenance AS
3 credits (3 lecture hours)

This is an overview of interiorscape design principles and maintenance. Course content includes foliage plant identification and selection, site analysis, design layout, installation, maintenance fertilization and contracting.

ORH 2949C Ornamental Horticulture Work Experience/ Internship AS

3 credits (2 lecture hours, 15 lab hours)

Prerequisite: Student must have completed at least 12 credit hours with a minimum of 2.0 grade point average

This program combines campus study with directly related work experience in the horticulture field. College credit is given for the learning, which occurs as a result of working in the green industry. Students are required to work 15 hours per week in a horticulture position. Learning objectives are developed by the student, industry supervisor and faculty coordinator. Class meetings and personal conferences are held to discuss progress and resolve problems encountered in the work environment.

ORI 2000 Oral Interpretation of Literature AA
3 credits (3 lecture hours)

Basic principles of oral interpretation as applied to interpretation of prose, drama and poetry. Teaches the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater and individual interpretation are studied. Recitals to which other students and guests may be invited are an important part of this course.

OST 1100C Beginning Keyboarding AS
3 credits (1 lecture hour, 4 lab hours)

This course covers the keyboard, vertical and horizontal centering, memoranda, business letters, tabulation, reports and tables.

OST 1108 Building Typing Speed and Accuracy AS
1 credit (1 lecture hour)

This course is designed to build typing speed and accuracy at the computer keyboard through computerized diagnostic testing and practice. Students enrolled in this course must be able to touch type prior to entering this course.

OST 1110C Intermediate Keyboarding AS
3 credits (1 lecture hour, 4 lab hours)

Prerequisite: OST 1100C

This course covers business letters with special features, interoffice memos, agendas, news releases, minutes, reports, letters of application, resumes and tabulation.

OST 1141 Keyboarding for Microcomputer AS
1 credit (2 lab hours)

This course teaches "touch" level skills for alphanumeric keys with appropriate control. A minimum of 21 words per minute is required.

OST 1211C Shorthand I AS
3 credits (1 lecture hour, 4 lab hours)

This course is open to students without previous shorthand instruction. Basic principles of Gregg Shorthand Theory and Practice are offered. A dictation skill of 50 to 70 words a minute is developed. The ability to touch type 35 words a minute is suggested prior to enrolling in this course.

OST 1272C Shorthand II AS
3 credits (2 lecture hours, 2 lab hours)

Prerequisite: OST 1211C

This course is a continuation of OST 1211C. It is designed for those individuals with basic stenographic training and who need to increase their speed to achieve personal or professional goals. The ability to touch type 35 words a minute is suggested prior to enrolling in this course.

OST 1332 Business Presentations AS
3 credits (3 lecture hours)

Prerequisites: ENC 1101, OST 2335

This course is an introduction to principles and techniques necessary to make effective business presentations. Students receive hands-on experience using multimedia technology in developing and delivering presentations. Students develop poise and confidence by participating in a wide range of communication activities. Required work includes a writing component of at least 2,000 words. Word processing skills are suggested.

OST 1355 Records Management AS
2 credits (2 lecture hours)

This course is a study of paper and electronic records management. Topics include indexing and filing rules, and applying these rules to alphabetic, geographic, numeric, and subject filing systems. Students should have a working knowledge of Microsoft Access prior to entering this course.

OST 1811 Desktop Publishing AS
3 credits (3 lecture hours)

This course covers the use of computers to create typeset quality publications suitable for printing, using a popular desktop publishing program.

OST 1828 Presentation Graphics for Business AS
1 credit (1 lecture hour)

This course is designed to give the student an introduction to the basics of producing presentation software to develop computer generated slide presentations.

OST 1831 Microsoft Windows AS
1 credit (1 lecture hour)

This course gives students instruction in the use of Windows. Topics include: customizing the desktop, controlling applications, file management and operation of various accessory programs.

OST 2335 Business Communications AS
3 credits (3 lecture hours)

Prerequisites: ENC 1101 or ENC 1151, OST 1100C

The purpose of this course is to study the correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. Intensive review of sentence structure, punctuation, capitalization, and expression of numbers.

OST 2339 Business English Review AS
1 credit (1 lecture hour)

This course provides quick review of grammar and punctuation fundamentals pertinent to business writing.

OST 2402 Office Procedures and Technology AS
3 credits (3 lecture hours)

Prerequisites: OST 1100C and CGS 1570

This course is designed for students who aspire to professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course should be taken in a student's final semester.

OST 2431 Legal Office Procedures AS
3 credits (3 lecture hours)

This course is designed for students who aspire to professional status as a legal secretary. It gives the student an overview of the office procedures required of legal secretaries including preparation of legal documents, provides an introduction to terminology and procedures used in non-litigation and litigation matters, and provides training through simulated office situations. It is recommended that students type at least 35 words a minute prior to entering this course. Word processing skills are strongly encouraged.

OST 2603C Machine Transcription AS
3 credits (2 lecture hours, 2 lab hours)

Prerequisite: OST 1100C

This course is designed to develop the student's proficiency in transcribing pre-dictated business documents into mailable copy. An emphasis is also placed on grammar, spelling, and punctuation.

OST 2621C Legal Transcription AS
3 credits (2 lecture hours, 2 lab hours)

Prerequisites: OST 1100C and OST 2431

This course provides instruction for transcribing legal documents into mailable copy. An emphasis is placed on legal terminology, formatting various legal documents, grammar, spelling, and punctuation.

OST 2710 Introduction to Word Processing AS
1 credit (1 lecture hour)

This course is designed to give the students an introduction to the basic editing commands and an overview of the features of the word processing software. An ability to touch type 35 words per minute is suggested.

OST 2714C Word Processing AS
3 credits (2 lecture hours, 2 lab hours)

Students will develop skill in word processing techniques using WordPerfect or Microsoft Word software. Students will use various features of the program, basic and advanced, including editing, formatting, styles, columns, tables, graphics and desktop publishing. An ability to touch type 35 words per minute is suggested.

OTA 0100 Introduction to Keyboarding/Word Processing PSAV
60 clock hours

This course provides instruction in basic keyboarding and word processing. Students will develop touch control of the keyboard and use word processing features to create and enhance documents.

OTA 0101 Keyboarding/Word Processing I PSAV
45 clock hours

This course introduces the computer keyboard and develops correct techniques for attaining useful levels of speed and accuracy for keying alphabetic, numeric and symbol keys "by touch." Functions and operations of word processing software will be introduced.

OTA 0131 Building Speed and Accuracy PSAV
60 clock hours

This course further develops skills acquired in Introduction to Keyboarding/Word Processing. Students will increase speed and accuracy on the keyboard and use various computer applications to enhance written communications.

OTA 0311 Applied English Usage PSAV
45 clock hours

This course provides instruction in English grammar and writing skills. Emphasis will be on the review of basic rules of grammar, punctuation, spelling, and correspondence.

OTA 0410 Information Processing PSAV
30 clock hours

This course is designed to teach manual and electronic filing using the rules in alphabetic, geographic, subject, numeric and chronologic filing procedures. New filing techniques and records management procedures will be discussed. Data entry concepts will be introduced.

OTA 0421 Introduction to Office Operations PSAV
90 clock hours

This course provides instruction in standard office procedures and diversified skills needed for entry-level employment. Classroom content will also include basic records management, math problem solving and a review of English grammar and writing.

OTA 0423 Business Office Operations PSAV
90 clock hours

This course builds on the knowledge and skills gained in Introduction to Office Operations. Course content will include business office functions and responsibilities, human relations, basic management concepts, computation and finance, and career development.

OTA 0431 Office Procedures I-Simulation PSAV
150 clock hours

This course provides instruction in standard office procedures including scheduling of appointments, time management, travel arrangements and meeting and conference planning. Emphasis will also be on written communication, English grammar and spelling.

OTA 0432 Advanced Administrative Office Procedures PSAV
175 clock hours

This course expands on the competencies acquired in OTA 0438 to prepare the student for employment. Emphasis will be on advanced leadership and supervisory techniques, customer service strategies, communications in multicultural settings, and specialized office and accounting procedures.

OTA 0438 Administrative Office Procedures PSAV
150 clock hours

This course expands on the competencies acquired in Administrative Office Procedures to prepare the student for employment. Emphasis will be on advanced leadership and supervisory techniques, customer service strategies, communications in multicultural settings, and specialized office and accounting procedures.

OTA 0452 Office Procedures II-Simulation PSAV
200 clock hours

This course expands on the competencies learned in Office Procedures I. The primary focus will be on advanced administrative office management procedures and work-based simulation activities.

OTA 0490 Professional Development PSAV
50 clock hours

This course will prepare the student for a career in the business field. Course content will include interviewing, resume writing, job search, professional etiquette and contemporary issues in the workplace.

OTA 0659 Medical Coding with ICD-9 and CPT PSAV
60 clock hours

Understand the concepts of using ICD9-CM diagnostic coding for medical records procedures for insurance billing. Textbook required.

OTA 0940 Administrative Assistant Internship PSAV
100 clock hours

This externship places the student in a business office to gain practical experience in performing administrative assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as an executive secretary or administrative assistant.

OTA 0941 Administrative Assistant Office Simulation (Alternate) PSAV
100 clock hours

This course places the student in a simulated work environment to gain experience in performing administrative assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as an executive secretary or administrative assistant.

PCB 2061 Genetics AA
3 credits (3 lecture hours)

Prerequisite: BSC 1010

This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students and majors in biology.

PCB 2061L Experiments in Genetics AA
1 credit (2 lab hours)

Prerequisite or corequisite: PCB 2061

Experimental determination of genetic ratios mainly by computer simulation.

PCB 2350C Tropical Ecology AA
3 credits (2 lecture hours, 2 lab hours)

Prerequisites: At least one college-level course in natural or physical sciences

This course is designed to provide the student with a sound foundation in ecological concepts and field techniques as applied to tropical rainforest ecosystems. The course relies heavily on both classroom and field instruction to study the natural history of plant and animal taxa important in tropical habitats. Topics range from behavioral and physiological adaptations of individual organisms to processes and patterns inherent in diverse assemblages of flora and fauna. Topics include: nutrient and energy cycling; gaps, vertical strata and forest structure; animal-plant interactions, such as pollination biology, seed predation, dispersal and herbivory; plant and animal defenses; social insects; latitudinal trends in biodiversity.

PEN 2136 Scuba Diving AA
1 credit (2 lab hours)

Introduces knowledge and skills required for scuba diving. Certification is issued upon successful completion.

PEN 2137 Advanced Scuba AA
1 credit (2 lab hours)

Provides certified scuba divers with knowledge and skills required for advance scuba diving. Advanced scuba diver certification is issued on successful completion.

PEO 1031C Individual Sports AA
3 credits (2 lecture hours, 2 lab hours)

Includes bowling, archery, and golf providing the physical education major with basic fundamental strategies and skill progressions.

PEO 1321C Volleyball Fundamentals and Officiating AA
3 credits (2 lecture hours, 2 lab hours)

Physical education major courses are for professional physical education majors only and will not satisfy graduation requirements for non-P.E. majors. Provides the prospective physical education teacher with knowledge and skills in playing and officiating volleyball.

PEO 2004 Theory and Practice of Coaching ■ Specific Sport AA
3 credits (3 lecture hours)

This course is designed to provide knowledge of the rules, teaching progressions and strategies for competition. The course includes acceptable behavior and ethics for coaches. This course will be offered for the following specific sports: baseball/softball, basketball, football, golf, soccer, swimming, tennis, track and field/cross country, volleyball and wrestling.

PEO 2005 Coaching Theory AA
3 credits (3 lecture hours)

This course is designed to provide knowledge of the characteristics, principles, ethics, and theories related to coaching sports in educational and recreational settings. Emphasis is placed on preparing coaches to train athletes to achieve optimal level of performance.

PEO 2351C Fundamentals of Racquet Sports AA
3 credits (2 lecture hours, 2 lab hours)

Provides the prospective physical education teacher knowledge and skills in tennis, racquetball, and badminton.

PEO 2621C Fundamentals of Basketball AA
2 credits (1 lecture hour, 2 lab hours)

Provides the prospective physical education teacher knowledge and skills in basketball and badminton.

PEP 2101 Essentials of Fitness AA
3 credits (3 lecture hours)

Provides the prospective physical education teacher a fundamental knowledge of physical fitness, fitness evaluation and program planning. Each student is required to be certified in CPR. Offered Winter only.

PET 2000 Introduction to Physical Education AA
3 credits (3 lecture hours)

Provides the prospective physical education teacher an introduction to physical education including program training and professional opportunities.

PET 2622 Care and Prevention of Athletic Injuries AA
3 credits (3 lecture hours)

This course is designed to provide students with a basic knowledge of the care, prevention and rehabilitation of injuries received during participation in physical education activities. Prior First Aid certification is strongly recommended.

PGY 1118C Color Photography I AA
3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1401C

This course is taught with the additive system for exposure. A detailed instruction on how to mix and use color chemistry is given with color theory.

PGY 1119C Color Photography II AA
3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1118C

This course is a continuation of PGY 1118C using the additive system of exposure. Color balance with color measurement in lab assignments is covered.

PGY 1401C Introduction to Photography AA
3 credits (2 lecture hours, 2 lab hours)

This course is an introduction to black and white photography. The camera's construction and operation are explained. Emphasis is on printing and darkroom procedures. Students in all photography courses will be required to furnish film, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM.)

PGY2XXX (PGY 2801C) Digital Photography 1 AA
3 credits (2 lecture, 2 lab hours)

Prerequisite: PGY 1401C

This course provides an introduction to computer imaging tools for the photographer. Students explore a variety of creative techniques for manipulating photographic images using Adobe Photoshop software on Macintosh computers. Includes use of flatbed and slide scanners, options for digital imaging and electronic options and output.

PGY2XXX (PGY 2802C) Digital Photography 2 AA
3 credits (2 lecture, 2 lab hours)

Prerequisite: PGY 2801C

This course provides an advanced exploration of digital imaging techniques for the photographer using Photoshop software, including advanced layering, scanning techniques, special effects, masks and channels and preparing images for output and publication. Includes readings and discussions of contemporary issues in technology and the arts.

PGY 2103C Zone System AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1401C or equivalent

Film densities and relationships to exposures and developments are explored. The concept of visualization of photographs is discussed.

PGY 2109C Fine Print AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: PGY 1401C and PGY 2103C

This course presents a comprehensive approach to making photographic prints to obtain desired qualities.

PGY 2211C Techniques of Commercial Photography AS
3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C, ART 1300C, PGY 1401C

This is a continuation of PGY 2445C emphasizing portrait, product, and experimental photography and continuing a photography major's work. (May be taken twice for credit.)

PGY 2445C Experimental Photography AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1401C or instructor permission required

This is a course for those students familiar with processing of black and white negative materials and experienced in printing and enlarging black and white photographs. Fine art and photography students majoring in this area will be completing art-oriented projects with strong emphasis on the creative approach in photography. Students will present a portfolio at the end of the semester.

PHI 1010 Introduction to Philosophy AA
3 credits (3 lecture hours)

Explores the nature of philosophy, methods and major problems from pre-Socratic era to present. Ideas and their relationship to science, art, religion and sociopolitical development are examined. Requires a grade of C or better for AA transfer credit.

PHI 1100 Critical Reasoning AA

3 credits (3 lecture hours)

This course is designed to introduce students to the essentials of logic as a way to make decisions and to assess the ideas of others. Topics covered include induction, deduction, arguments, fallacies, creative thinking and subjective influences on thinking.

PHI 1600 Ethics AA

3 credits (3 lecture hours)

A rigorous and systematic inquiry into man's moral behavior discovering rules that ought to govern human action and goals worth seeking in human life using ethics as a science of conduct. Requires a grade of C or better for AA transfer credit.

PHY 1001 Applied Physics AA

3 credits (3 lecture hours)

Prerequisite: MAC 1105

Corequisites: MAC 1114

A concentrated, one-semester, applied-physics course; includes essential physical principles for engineering, medical and other technician personnel. An overview of basic physics concepts is presented with minimum emphasis on mathematics. Includes physical mechanics, electricity and magnetism and optics. A grade of C or higher is required for this course to be used as a General Education course.

PHY 1007 Physics for Allied Health Professions AA

3 credits (3 lecture hours)

Corequisite: MAC 1105

A one-semester course in applied physics for allied health fields. Covers technical math calculations, units of measurements, mechanics, heat, fluid and gas laws, atomic structure and nuclear physics, electromagnetism, light and sound.

PHY 2048 General Physics with Calculus I AA

4 credits (4 lecture hours)

Prerequisite: MAC 2311

Corequisites: PHY 2048L

This is the first of a two-term sequence in general physics for students with above average mathematics background. Designed for students in engineering and science; topics: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, fluids at rest and in motion, gases, heat transfer, change of phase. A grade of C or higher is required for this course to be used as a General Education course.

PHY 2048L General Physics I and General Physics with Calculus I Laboratory AA

1 credit (2 lab hours)

Corequisite: PHY 2048 or PHY 2053

This is the laboratory for the courses PHY 2053 and PHY 2048. The lab will provide "hands-on" experiences of physical principles discussed in the lectures. In the process, the student will become acquainted with laboratory equipment and procedures. The theory behind a physical principle will be presented in each lab and the expected results will be checked by experimental measures. A grade of C or higher is required for this course to be used as a General Education course.

PHY 2049 General Physics with Calculus II AA

4 credits (4 lecture hours)

Prerequisites: PHY 2048 and MAC 2312

Corequisites: PHY 2049L

This is the second term of the general physics with calculus sequence. Topics included are electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. A grade of C or higher is required for this course to be used as a General Education course.

PHY 2049L General Physics II and General Physics with Calculus II Laboratory AA

1 credit (2 lab hours)

Prerequisite: PHY 2048L

Corequisites: PHY 2049 or PHY 2054

The laboratory is for the courses PHY 2054 and PHY 2049. The lab will provide "hands-on" experiences of physical principles discussed in the lectures. In the process, the student will become acquainted with laboratory equipment and procedures. The theory behind a physical principle will be presented in each lab and the expected results will be checked by experimental measures. A grade of C or higher is required for this course to be used as a General Education course.

PHY 2053 General Physics I AA

4 credits (4 lecture hours)

Prerequisite: MAC 1105

Corequisites: MAC 1114, PHY 2048L

Designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. The first part of a two-term sequence must be taken before PHY 2054. Topics are vector quantities, Newton's Laws, mechanical equilibrium, translational and rotational motion, energy and work, heat and thermal concepts. A grade of C or higher is required for this course to be used as a General Education course.

PHY 2054 General Physics II AA

4 credits (4 lecture hours)

Prerequisites: PHY 2053 and PHY 2048L

Corequisites: PHY 2049L

Second term of the general physics sequence. Topics are electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. A grade of C or higher is required for this course to be used as a General Education course.

PLA 1003 Introduction to Paralegalism AS

3 credits (3 lecture hours)

This course provides an overview of the training and purpose of legal assistants. Examines role of lawyers and legal assistants, ethical and professional practice standards for both lawyer and assistant and surveys fields of law covered by the program.

PLA 1104 Legal Writing and Research I AS

3 credits (3 lecture hours)

This course is an introduction in writing civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and appellate work. Includes in-depth examination of the law library and legal research.

PLA 1273 Tort Law AS

3 credits (3 lecture hours)

Basic law relating to civil wrong applied to personal and property damage including intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities.

PLA 1949C Co-op Legal Assistant I AS

3 credits (1 lecture hour, 10 lab hours)

Coordinated work-study program reinforcing educational and professional growth parallel involvement in classroom studies and field experiences. The student and teacher-coordinator determine objective for on-the-job legal assistant assignments. The student is evaluated by the teacher-coordinator and immediate supervisor.

PLA 2114 Legal Writing and Research II AS

3 credits (3 lecture hours)

Prerequisite: PLA 1104

This is an advanced course in civil and criminal legal writing and research.

PLA 2209 Court System: Procedures and Pleadings I AS

3 credits (3 lecture hours)

Examines structure of both state and federal judicial system and jurisdiction, including basic judicial process and procedure including State and Federal Rules of Courts.

PLA 2229 Court System: Procedures and Pleadings II AS

3 credits (3 lecture hours)

Prerequisite or corequisite: PLA 2209

The basics of civil and criminal causes of action through exercises in drafting and use of pleading forms are covered.

PLA 2483 Administrative Law AS

3 credits (3 lecture hours)

This course is a broad survey seeking to identify and describe areas of government, both state and federal regulations of businesses and government regulations and administrative procedures.

PLA 2600 Administration of Estates AS

3 credits (3 lecture hours)

Survey of estate planning and administration, including preparation of wills, trust and probate forms.

PLA 2611 Real Estate Law and Property Transactions I AS

3 credits (3 lecture hours)

This is a survey of common types of real estate transactions and conveyances, such as deeds, contracts leases, etc., and problems in drafting related documents.

PLA 2612 Real Estate Law and Property Transactions II AS

3 credits (3 lecture hours)

Prerequisite: PLA 2611

This is an advanced course in Real Estate Law and Property Transactions. Includes mortgage financing, RESPA, landlord/tenant and condo law. Students must have completed Real Estate Law and Property Transactions I.

PLA 2800 Family Law AS

3 credits (3 lecture hours)

This is a study of divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements, and property disposition.

PLA 2949C Co-op Legal Assistant II AS

3 credits (1 lecture hour, 10 lab hours)

Prerequisite: PLA 1949C

This is a continuation of PLA 1949C.

PLS 2220 Plant Propagation AS

3 credits (3 lecture hours)

Modern techniques of sexual and asexual propagation are surveyed and demonstrated including seed germination, grafting, cuttage and micropropagation. Biochemical prociith successful propagation techniques are studied.

PMA 2213 Plant Pest Management AS

3 credits (3 lecture hours)

Students are given a basic understanding of plant pests and their effective management. Important insect, fungal, bacterial and viral plant problems will be surveyed. An extensive section on pesticide classification and proper use is included.

PMT 0102 Introduction to Basic Welding I PSAV

60 clock hours

This course provides instruction in shop organization, management, safety, workplace communication skills and infection control procedures essential for employment in the welding technology industry. Work related health hazards and safe practices for the handling of chemicals are identified. Students participate in classroom activities and hands-on practice in the shop laboratory.

PMT 0103 Introduction to Basic Welding II PSAV

80 clock hours

This course prepares the student to recognize, identify and demonstrate the safe use of tools and equipment integrating mathematical and scientific principles in the classroom that are commonly required for performing job duties in welding technology occupations. Students will explain and demonstrate these mathematical and scientific principles using welding tools and equipment in numerous hands-on shop activities.

PMT 0120 Basic Shielded Metal Arc Welding PSAV

80 clock hours

This course will provide the student with skills in the identification, and explanation of oxyfuel gas cutting equipment, procedures, and practices that are performed by the student in a lab/shop environment. The student will apply set up and cutting procedures from basic to intermediate skills in fillet welds, shape cutting and bevel cutting operations on plain carbon steel.

PMT 0121 Shielded Metal Arc Welding I PSAV

75 clock hours

This course will provide the student with hands-on skills performing tests, examine metal surfaces, and set up shielded metal arc equipment to make groove welds, all positions on plain carbon steel. The student will perform lab/shop procedures to safely prepare the area, demonstrating the ability to identify and use filler metals and shielding gases. The student will also practice: skills relating to personal safety in accordance with regulating authorities, environmental practices workplace communication, and employability skills. Optional cooperative education training is also offered.

PMT 0122 Shielded Metal Arc Welding II PSAV

75 clock hours

This course will enable the student to identify metals using visual, magnetic and spark methods, describe structural shapes, identify and explain the procedures to interpret American Welding Society standard welding symbols and fabricate parts from a drawing or sketch. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will also practice: skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication, and employability skills. Optional cooperative education training is also offered.

PMT 0125 Shielded Metal Arc Welding III PSAV

100 clock hours

This course is designed to enable the student to set up, inspect, operate, and apply the necessary processes to perform air carbon arc washing and gouging activities and plasma arc cutting methods for piercing, slotting, squaring, and beveling plain carbon steel, aluminum, and stainless steel. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will also practice: skills related to personal safety in accordance with regulating authorities, environmental practices, workplace communication, and employability skills. Optional cooperative education training is also offered.

PMT 0131 Gas-Tungsten Arc Welding I PSAV*75 clock hours*

This course introduces the student to the basic application of setting up, inspecting and making minor repairs to gas tungsten arc welding equipment and accessories, operating GTAW equipment, and making fillet welds all positions, on plain carbon steel. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will practice: skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills. Optional cooperative education training is also offered.

PMT 0132 Gas-Tungsten Arc Welding II PSAV*100 clock hours*

This course will provide the student with intermediate hands-on skills setting up GTAW equipment for welding carbon steel, aluminum, stainless steel, and performing procedures for making fillet and groove welds in varied positions. The student will perform lab/shop procedures to safely prepare the area and demonstrate the ability to identify and use filler metals and shielding gases. The student will practice: skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills. Optional cooperative education training is also offered.

PMT 0134 Gas Metal Arc Welding I PSAV*75 clock hours*

This course will introduce the student to the basic application of setting up, inspecting and making minor repairs to gas metal arc welding equipment and accessories, operating GMAW equipment, and making fillet welds all positions, on plain carbon steel. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will practice: skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication, employability skills. Optional cooperative education training is also offered.

PMT 0135 Gas Metal Arc Welding II PSAV*50 clock hours*

This course will provide the student with intermediate hands-on skills setting up gas metal arc welding equipment for welding carbon steel, aluminum, stainless steel, and performing procedures for making fillet and groove welds in varied positions. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will practice: skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication, and employability skills. Optional cooperative education training is also offered.

PMT 0141 Flux Cored Arc Welding PSAV*100 clock hours*

This course covers the practical application of setting up, inspecting and making minor repairs to flux cored arc welding equipment and accessories, operating FCAW equipment, making fillet and groove welds all positions, on plain carbon steel. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will practice skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills. Optional cooperative education training is also offered.

PMT 0161 Pipe Welding I PSAV*120 clock hours*

This course will provide the necessary skills for the student to demonstrate the procedures and techniques used cut, prepare, tack, and weld carbon steel pipe. The student will also perform lab and shop procedures to safely prepare the work area, set up welding equipment, strike an arc and demonstrate the ability to identify and use filler metals and shielding gases. The student will also perform quality workmanship by demonstrating the ability to find, identify, and avoid weld imperfections. The course provides the student with skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills. Optional cooperative education training is also offered.

PMT 0164 Pipe Welding II PSAV*150 clock hours*

This course will enable the student to perform hands-on skills in the repair and fabrication of ferrous and non-ferrous metal products using working drawings and blueprints. The student will perform lab and shop procedures to safely prepare the area, set up welding equipment, strike an arc, and demonstrate the ability to identify and use filler metals and shielding gases. The student will also perform quality workmanship by demonstrating the ability to find, identify, and avoid weld imperfections. This course provides the student with skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills. Optional cooperative education training is also offered.

PMT 0190 Professional Development in Welding Technology PSAV*30 clock hours*

This course will prepare the student to enter the workplace. The student will demonstrate employability skills, and identify entrepreneurial opportunities in the welding technology industry.

PMT 0201 Shop Math, Blueprints and Measurements PSAV*60 clock hours*

This course is designed to develop competencies on how to maintain a safe work area, solve job-related math problems, interpret basic blueprints, plan machine operations, use precision measuring devices, identify maintenance issues, and apply bench-working skills used by machinists.

PMT 0202 Introduction to Machining I PSAV*90 clock hours*

This course is designed to develop competencies on how to maintain a safe work area, plan machine operations, identify and resolve basic maintenance issues, and apply bench-working skills used by machinists. This course must be taken in conjunction with Introduction to Shop Math and Blueprint Reading.

PMT 0203 Introduction to Machining 2 PSAV*120 clock hours*

This course is designed to develop competencies on how to set up and operate power saws, pedestal grinders, and drill presses used in the operations in the machining technology industry.

PMT 0213 Lathe Methods PSAV*150 clock hours*

This course is designed to develop competencies for operations in the machining technology industry on how to apply blueprint specifications, do basic precision measuring, sharpen machine tools, and perform basic engine lathe set ups and perform basic lathe functions.

PMT 0214 Milling Methods PSAV*150 clock hours*

This course is designed to develop competencies for operations in the machining technology industry on how to perform basic milling operations on a vertical milling machine.

PMT 0226 Grinding Methods PSAV*150 clock hours*

This course is designed to develop competencies in the operation and set-up of grinding machines.

PMT 0228 Introduction to Non-Conventional Machining PSAV*90 clock hours*

This course is designed to develop competencies in the operation of Electrical Discharge Machines (EDM) and explain other non-conventional machining methods and why they are needed.

PMT 0229 Inspection Methods PSAV*150 clock hours*

This course is designed to develop competencies on how to solve advanced math problems, measure, interpret blueprints, and perform routine inspection duties required during machine setups and operation.

PMT 0233 Lathe Methods 2 PSAV*150 clock hours*

This course is designed to develop competencies on how to set up and operate machines, including arbor presses, lathes, and milling machines. Cooperative Training (OJT) is an option for all or part of this course.

PMT 0234 Milling Methods 2 PSAV*150 clock hours*

This course is designed to develop competencies on how to set up and operate machines, including arbor presses, lathes, and milling machines. Cooperative Training (OJT) is an option for all or part of this course.

PMT 0250 Introduction to CNC Machining PSAV*150 clock hours*

This course is designed to familiarize the student with the basic operation and programming of Computer Numerical Controlled (CNC) machines. The student is expected to be familiar with computer operations and machining technology.

PMT 0258 CNC Milling Methods PSAV*120 clock hours*

This course is designed to develop competencies in the operation of Computer Numerical Controlled (CNC) milling machines and create CNC code from parts geometry. The student will learn safe operating procedures as well as standard set-up and control of CNC milling equipment.

PMT 0259 CNC Lathe Methods PSAV*120 clock hours*

This course is designed to develop competencies in the operation of Computer Numerical Controlled (CNC) lathe and create CNC code from parts geometry. The student will learn safe operating procedures as well as standard set-up and control of CNC lathes.

PMT 0265 Machining Technologies PSAV*120 clock hours*

This course is designed to develop competencies in advanced grinding operations, heat-treating, advanced lathe operations and advanced milling machine operations. The student will also learn industry best practices as they pertain to machining operations, quality standards and safe operating practices.

PMT 0390 Sheet Metal Apprenticeship I PSAV*102 clock hours*

Course provides knowledge of working safely in the shop and on the jobsite, proper use of hand tools and shop equipment, drafting, principals of layout, layout on metal, communication, emergency procedures, handling hazardous materials, sheet metal industry mathematics and first aid.

PMT 0391 Sheet Metal Apprenticeship II PSAV*132 clock hours*

Course continues with trade tools, identify, use and care. Introduction to soldering, welding, parallel line layout, radial line and triangulation layout and fabrication, covers asbestos safety and working safely and sheet metal mathematics.

PMT 0392 Sheet Metal Apprenticeship III PSAV*114 clock hours*

Course provides knowledge of bidding and job costs, pictorial drawing, freehand sketching, round tees (parallel lines), round elbows, round tapers (radial lines), roof jacks, round tapers (triangulation), squares to rounds, transitions, duct elbows, ogee offsets, Y-branches and introduction to sheet metal architectural work. Sheet metal industry math and first aid will also be covered.

PMT 0393 Sheet Metal Apprenticeship IV PSAV*120 clock hours*

Course provides knowledge of architectural sheet metal practices, roof drainage systems, flashings, waterproofing roof edges and walls, installing strip systems, metal roofs, specialized roofs, ventilators and louvers, organizing tools and equipment for a job, layout of penetrations, hangers and anchors, preparing the duct, fire and smoke dampers, duct elevations and clearances and introduction to computers.

PMT 0394 Sheet Metal Apprenticeship V PSAV*117 clock hours*

Course provides knowledge of HVAC systems, air and its properties, ventilation, heating, cooling, airflow in ducts, fans, duct systems, duct design, outlets and other HVAC fans, duct systems, duct design, outlets and other HVAC buy-out items, the contract documents and specifications.

PMT 0395 Sheet Metal Apprenticeship VI PSAV*117 clock hours*

Course provides knowledge of filters and other cleaning equipment, indoor air quality, clean rooms, other special ventilation needs, refrigeration, servicing HVAC equipment, rigid fibrous duct, metal ceilings, lagging, industrial sheet metal, boiler breechings and plastics.

PMT 0396 Sheet Metal Apprenticeship VII PSAV*117 clock hours*

Course provides knowledge of architectural drawings, structural drawings, mechanical drawings, electrical drawings, sheet metal drawings, CAD in the sheet metal industry, using CAD, field measuring, hoisting and rigging, safety in field installation, installing central HVAC equipment, installing package units and sign work.

PMT 0397 Sheet Metal Apprenticeship VIII PSAV*117 clock hours*

Course provides knowledge of the years ahead, customer service, supervision, organizing work and solving problems, computer estimating, electricity, automatic controls, duct leakage testing, using instruments, testing adjusting and balancing (TAB), balancing environmental air systems and energy management.

PMT 0930 Communication and Employment Skills PSAV*30 clock hours*

This course is designed to develop competencies on how to approach the job market with the necessary skills to search for, locate and interview for positions in the machining technology industry. This course also includes the evaluation and development of the students communication skills as necessary for work place interaction and employment.

PMT 0942 Sheet Metal Cooperative I PSAV (First Year)*273 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0943 R Sheet Metal Cooperative II (Summer) PSAV*300 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0944 R Sheet Metal Cooperative III (Second Year) PSAV*273 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0945 Sheet Metal Cooperative IV (Summer) PSAV*300 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0946 Sheet Metal Cooperative V (Third Year) PSAV*273 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0947 R Sheet Metal Cooperative VI (Summer) PSAV*300 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0948 Sheet Metal Cooperative VII (Fourth Year) PSAV*273 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0949 Sheet Metal Cooperative VIII (Summer) PSAV*300 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0950 Iron Worker Apprenticeship I PSAV*93 clock hours*

This course provides an introduction to job site safety and emergency procedures including first aid and CPR, communication skills, math and trade terminology, the use, care and safe handling of tools and apparatus commonly used in ironwork. The student will be able to fabricate reinforcing steel, using various math formulas.

PMT 0951 Iron Worker Apprenticeship II PSAV*123 clock hours*

This course is a continuation of the first semester (first year) course and provides instruction in proper reinforcing techniques, as well as the safe handling of additional tools and apparatus commonly used in ironwork.

PMT 0952 Iron Worker Apprenticeship III PSAV*93 clock hours*

This course is for students in the second year of the Ironworker's Apprenticeship program. It provides an introduction to all aspects of structural steel as well as perform rigging operations.

PMT 0953 Iron Worker Apprenticeship IV PSAV*123 clock hours*

This course is a continuation of the first semester (second year) and provides instruction in proper structural steel techniques. Students will learn how to apply metal decking and sheeting as well as identifying different types of fiber line.

PMT 0954 Iron Worker Apprenticeship V PSAV*93 clock hours*

This course is for students in the third year of the Ironworker's Apprenticeship program. It provides continued instruction in safety precautions and effective safe handling of tools and apparatus commonly used by the certified structural steel welder in ironwork.

PMT 0955 Iron Worker Apprenticeship VI PSAV*123 clock hours*

This course is a continuation of the first semester (third year) and provides instruction in how to perform certified welding operations to industry standards. Students will learn how to identify the types of welds, welding machines, rods and wire, cutting and welding processes.

PMT 0956 Iron Worker Apprenticeship VII PSAV*93 clock hours*

This course is for students in the fourth year of the Ironworker's Apprenticeship program. It provides continued instruction in safety precautions and effective safe handling of tools and apparatus commonly used by the ornamental steel worker in installing gratings, handrails, stairways, grills, windows, and sealants.

PMT 0957 Iron Worker Apprenticeship VIII PSAV*123 clock hours*

This course is a continuation of the first semester (fourth year) and provides instruction in proper ornamental steel welder techniques, as well as the safe handling of additional tools and apparatus commonly used in ironwork. Students will learn how to identify access structures as well as read and interpret blueprints.

PMT 0960 Iron Worker Cooperative I (First Year) PSAV*273 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0961 Iron Worker Cooperative II (Summer) PSAV*300 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0962 Iron Worker Cooperative III (Second Year) PSAV*273 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0963 Iron Worker Cooperative IV (Summer) PSAV*300 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0964 Iron Worker Cooperative V (Third Year) PSAV*273 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0965 Iron Worker Cooperative VI (Summer) PSAV*300 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0966 R Iron Worker Cooperative VII (Fourth Year) PSAV*273 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0967 Iron Worker Cooperative VIII (Summer) PSAV*300 clock hours*

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0970 Pipefitter Apprenticeship I PSAV*108 clock hours*

This course provides OSHA, job safety trade related mathematics and Science and different methods of joining pipe and tubing. Review plumbing and labor history. Emergency first aid and CPR, rigging and shop projects are presented.

PMT 0971 Pipefitter Apprenticeship II PSAV*108 clock hours*

This course continues first year. Related classroom and hands on shop projects.

PMT 0972 Pipefitter Apprenticeship III PSAV*108 clock hours*

This course provides related classroom and shop pipefitting, drawing interpretation and plan reading, shop cutting and welding. Basic pipe trade mathematics.

PMT 0973 Pipefitter Apprenticeship IV PSAV*108 clock hours*

Course continues with related drawing and plans, understanding air conditioning and heating system.

PMT 0974 Pipefitter Apprenticeship V PSAV

108 clock hours

Course provides related classroom and shop pipefitting, advanced drawing interpretation and plan reading. The student will apply mechanical code to mechanical drawings. Welding certification.

PMT 0975 Pipefitter Apprenticeship VI PSAV

108 clock hours

Course continues with classroom and shop pipefitting. Heavy rigging, certify using American Society of Mechanical Engineers (A.S.M.E.) boiler and pressure vessel code. Shielded metal arc welding.

PMT 0976 Pipefitter Apprenticeship VII PSAV

108 clock hours

Course provides related classroom and shop welding. Advanced shielded metal arc welding and gas tungsten arc welding.

PMT 0977 Pipefitter Apprenticeship VIII PSAV

108 clock hours

Course continues to provide advanced shielded metal arc welding (S.M.A.W.) and gas tungsten arc welding (G.T.A.W.).

PMT 0978 Pipefitter Apprenticeship IX PSAV

108 clock hours

Course provides shop welding using shielded metal arc welding and gas tungsten arc welding, leading to Section IX A.S.M.E. certification with different material and positions.

PMT 0979 Pipefitter Apprenticeship X PSAV

108 clock hours

Continues A.S.M.E. qualification standards. This course provides job foreman and leadership training.

PMT 0986 R Pipefitter Worker Cooperative I (First Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0987 R Pipefitter Cooperative II (Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0988 R Pipefitter Worker Cooperative III

(Second Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0989 R Pipefitter Cooperative IV (Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0990 R Pipefitter Worker Cooperative V (Third Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0991 R Pipefitter Cooperative VI (Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0992 R Pipefitter Worker Cooperative VII

(Fourth Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0993 R Pipefitter Cooperative VIII (Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0994 R Pipefitter Worker Cooperative IX (Fifth Year) PSAV

273 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0995 R Pipefitter Cooperative X (Summer) PSAV

300 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

POS 1001 Introduction to Political Science AA

3 credits (3 lecture hours)

Introduction to the discipline and practice of political science, including politics, law, public administration, political theory and international relations. It will highlight the United States Constitution and its governmental institutions and political practices. It will compare and contrast the U.S. with other nations and their constitutions, governmental institutions and political systems. It will also include application exercises to help students develop the skills necessary to become effective global citizens. Gordon Rule written work: 2,000 words and computer application required. A grade of C or higher is required for this course to be used as a General Education course.

POS 1041 Introduction to American Government AA

3 credits (3 lecture hours)

Introduction to the institutions of government, highlighting the American political system at the federal level and including discussion of the U.S. Constitution and Bill of Rights, the branches of government, national and foreign policy-making and the role of bureaucracy; ideologies, interest groups, political parties, elections and mass media in the political process. Course will include application exercises to help students develop the skills to become effective global citizens. Gordon Rule written work: 2,000 words and computer application required. A grade of C or higher is required for this course to be used as a General Education course. Distance-learning sections may be available.

POS 1041 Honors Introduction to American Government AA

3 credits (3 lecture hours)

Prerequisite: Cumulative GPA 3.5 or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing
Honors components included in this course version.

POS 2112 American State and Local Government AA

3 credits (3 lecture hours)

Introduces the organization and behavior of major political actors, institutions, policies and localities in the 50 states, with a particular emphasis on the state of Florida. Includes a study of the U.S. and state constitutions and the history and development of American federalism. Topics include political participation, political parties, interest groups, legislatures, courts, governors and administration and an analysis of various policies, including taxation, education, welfare, criminal justice, transportation and growth management. Gordon Rule written work: 2,000 words and computer application required. A grade of C or higher is required for this course to be used as a General Education course. Distance-learning sections may be available.

PRN 0000 Fundamentals of Nursing PSAV

100 clock hours

This course is designed to prepare the student in the procedure of seeking and securing a job, introduces broad concepts of health in personal, family and community areas, basic information, and diseases and extends the students role in giving patient care. Liability insurance required.

PRN 0010 Comprehensive Nursing and Transitional Skills PSAV

106 clock hours

This course has been designed to present a climate in which the practical nursing student will have opportunities to learn the characteristics of membership and how to function effectively as a team member, seek and secure a job. The course also emphasizes the legal and ethical responsibilities of self, the profession, and employer. Liability insurance required.

PRN 0021 Growth/Development and Nutrition PSAV

96 clock hours

The purpose of this course is to provide an integrated concept of growth and nutrition through the developmental processes in humans from birth until death. Liability insurance required.

PRN 0022 Body Structure and Function PSAV

69 clock hours

This course offers an introduction to the study of the human body. Emphasis will be on the structure and function of body organs and systems including cellular biology and related terminology. Liability insurance required.

PRN 0030 Introduction to Drug Therapy PSAV

85 clock hours

This course is designed to give basic understanding of the effects of drugs on individuals, their sources, the importance of knowledge of drugs and being accurate in the technique of administering them. There will be a beginning understanding of types of drugs and their use. Emphasis is placed on legal implications and the role of the practical nurse. Liability insurance required.

PRN 0100 Maternal and Newborn Health PSAV

116 clock hours

The purpose of this course is to assist the student to understand the normal function of the body during pregnancy, delivery and post-partum periods. Another purpose is to help the student meet the daily essential needs of the newborn. Liability insurance required.

PRN 0381 Introduction to Medical/Surgical Nursing PSAV

182 clock hours

The purpose of this course is to introduce further information about illnesses, (vocabulary, causes and control, or prevention and signs/ symptoms) which will be used and reused when learning about patients with diseases and disorders. It will serve to further extend the student's understanding of his/her roles in giving patient care in a variety of situations with patients of all ages. Liability insurance required.

PRN 0382 Medical Surgical Nursing Including Pediatrics PSAV

443 clock hours

This segment presents instruction correlating and integrating theoretical and clinical experiences with a variety of medical and surgical patients of all ages experiencing common physical and emotional conditions of illness. Theoretical content is subdivided into organized horizontal and vertical instructional blocks in order to aid the student's progress in a sequential manner. Primary emphasis is placed upon problem solving methods dictated by the individual's nursing needs and the patient's state of dependency. Pediatric, geriatric and pharmacology clinical experiences are integrated throughout this course. Liability insurance required.

PSC 1101 Earth Science AA

3 credits (3 lecture hours)

This introductory survey course examines physical aspects and processes of the Earth, including human involvement, leading to a comprehensive understanding of the planet. Earth is discussed as a system within a larger system, our solar system and the universe. A multi-discipline approach is utilized (geology, chemistry, physics, oceanography, meteorology, cosmology). A grade of C or higher is required for this course to be used as a General Education course.

PSC 1341 Physical Science for Today's World AA

3 credits (3 lecture hours)

Designed for the non-science major. No mathematics is required beyond ratios, proportions and arithmetic. Emphasis on concepts from study of motion, energy, electricity and magnetism, waves and light, atomic and nuclear and chemistry; and use these concepts to develop an understanding of everyday science. A grade of C or higher is required for this course to be used as a General Education course.

PSY 2012 General Psychology AA

3 credits (3 lecture hours)

The course explores various aspects of human behavior and adjustment and provides a representative survey of psychology. Major emphases include philosophical forces that shape psychological study, the structure and function of personality, individual and groups differences, the nature of intelligence, the motivational aspect of behavior and emotions, the learning process and the physiological foundations of behavior. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. A grade of C or higher is required for this course to be used as a General Education course.

PUR 2100 Writing for Public Relations AA

3 credits (3 lecture hours)

Corequisite: ENC 1101 or ENC 1121

This course teaches the students the basic writing skills in public relations communications, targeting a variety of public topics including writing press releases, writing radio and television promotional scripts, designing and writing brochures and newsletters.

REA 0001 College Prep Reading I

3 institutional credits (3 lecture hours)

Corequisite: SLS 1501

This course prepares students for REA 0002. It covers reading aids, basic vocabulary and literal comprehension skills as needed. Graded A, B, C, or N (Not Passing).

REA 0002 College Prep Reading II

3 institutional credits (3 lecture hours)

Prerequisite: College Placement Score (CPT) of 61 or above or successful completion of REA 0001

Corequisites: SLS 1501

This course prepares students for college credit level courses. It covers critical and analytical reading skills and college level vocabulary usage. Grade A, B, C, or N (Not Passing).

REA 1125 CLAST Reading AA

1 credit (1 lecture hour)

Prerequisite: score below state-mandated passing level on the reading subtest of CLAST

This course is for students who need an intensive review in college level reading skills in preparation for the CLAST reading subtest. Although literal reading skills are taught, the critical and analytical reading skills included in the CLAST reading objectives are stressed. Graded Passing or Not passing (P or N).

REA 1205 Accelerated Reading AA

3 credits (3 lecture hours)

Prerequisite: If College Prep Reading is required, it must be completed satisfactorily before REA 1205 is attempted

This advanced reading course emphasizes increased reading speed and comprehension. It involves independent study with self-paced activities, lab practice and instructor conferences.

REE 0047 Florida Real Estate Sales Agent PSAV

63 clock hours

This course is designed to prepare students for employment as a real estate sales agent or to provide supplemental training for those persons previously or currently employed in this occupation. The student is also prepared for the Florida State Real Estate Salesperson's license examination.

REL 1210 The Old Testament AA

3 credits (3 lecture hours)

Introduction to the Bible includes history, literature, geography and religion of Israel through exile and restoration.

REL 1240 The New Testament AA

3 credits (3 lecture hours)

Introduction to the New Testament including language, literature and geography. Discussion on ancient manuscripts, history of modern translations, period between testaments, harmony of gospels and history of early church in Acts and Epistles.

REL 2300 Introduction to the Major Religions of the World AA

3 credits (3 lecture hours)

Introduction to major religions of the world including Primitivism, Hinduism, Judaism, Shintoism, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam and Sikhism.

RET 1272 Fundamentals of Respiratory Care I AS

9 credits (9 lecture hours)

Prerequisites: HSC 1000/1000L, BSC 1085/1085L

Corequisites: RET 1272L, RET 1874L

Introduction to basic science, theories, and technologies in respiratory care with emphasis on knowledge required to perform respiratory care, medical terminology, pharmacology, medical gas therapy, patient assessment, therapies and diagnostics. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1272L Fundamentals of Respiratory Care I Lab AS

3 credits (6 lab hours)

Prerequisites: HSC 1000/1000L, BSC 1085/1085L

Corequisites: RET 1272; RET 1874L

Emphasis is on competence and proficiency skills in applying therapeutic and diagnostic respiratory care. Laboratory experience in medical gas and aerosol delivery and cardiopulmonary resuscitation. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1273 Fundamentals of Respiratory Care II AS

6 credits (6 lecture hours)

Prerequisites: RET 1272/1272L, RET 1874L

Corequisites: RET 1273L, RET 1875L

Continues basic science, theories and technologies in respiratory care including blood gas analysis, airway management, mechanical ventilation, neonatal/pediatrics and cardiopulmonary diseases. Palm Beach Gardens only. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1273L Fundamentals of Respiratory Care II Lab AS

2 credits (4 lab hours)

Prerequisites: RET 1272/1272L, RET 1874L

Corequisites: RET 1273, RET 1875L

Course emphasis is on competence and proficiency skills applying therapeutic and diagnostic respiratory care. Laboratory experience in airway management, blood gas analysis, intensive care mechanical ventilation. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1874L Clinical Internship I AS

1 credit (8 lab hours)

Prerequisites: HSC 1000/1000L, BSC 1085/1085L

Corequisites: RET 1272, RET 1272L

Clinical practice of respiratory care in an eight-hour week/hospital-based internship. Pulmonary function diagnostics, therapeutics, disinfection and sterilization techniques, equipment recognition and maintenance are included. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1875L Clinical Internship II AS

3 credits (24 lab hours)

Prerequisites: RET 1272/1272L, RET 1874L

Corequisites: RET 1273/1273L

Direct patient contact is emphasized within this 24-hour/week, hospital-based course. Included is medical gas and aerosol delivery, patient assessment and reporting, positive pressure breathing techniques and blood gas sampling and analysis. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1876C Clinical Internship III AS

4 credits (3 lecture hours, 12 lab hours)

Prerequisites: RET 1273/1273L, RET 1875L

Emphasizes application of respiratory care theory and technology in intensive care including patient contact during a 32-hour/week, hospital-based internship. Intensive care therapeutics and diagnostics include mechanical ventilation techniques, cardiopulmonary resuscitation, neonatal/pediatric respiratory care and patient-care planning. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2280C Fundamentals of Respiratory Care Therapy III AS

7 credits (6 lecture hours, 2 lab hours)

Prerequisites: RET 1273/1273L, RET 1876C

Corequisites: RET 2877L

Respiratory care clinical lectures on advanced cardiopulmonary monitoring/diagnostic techniques. Exercise testing and neonatal/pediatrics are included emphasizing clinical decision-making. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2534C Fundamentals of Respiratory Care Therapy IV AS

7 credits (6 lecture hours, 2 lab hours)

Prerequisites: RET 2280C, RET 2877L

Corequisites: RET 2878L

Combined lecture and laboratory provides instructions specific to many sites where respiratory care is practiced including hospital, physician's office and home/care/rehabilitation. Advanced cardiopulmonary pathophysiology is presented focusing on the respiratory care practitioner as a member of the interdisciplinary team. Advanced pulmonary function testing emphasizing preparation for registry examinations. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2877L Clinical Internship IV AS

2 credits (16 lab hours)

Prerequisites: RET 1876C

Corequisites: RET 2280C

Hospital-based internship provides experience and training for departmental management and advanced clinical training in critical care monitoring, exercise testing, neonatal/pediatrics and research methods focusing on decision-making in patient-care management. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2878L Clinical Internship V AS

2 credits (16 lab hours)

Prerequisites: RET 2877L

Corequisites: RET 2534C

Provides departmental management experience in hospitals, patient's home and in convalescent care. Practical training in geriatrics and cardiopulmonary rehabilitation is included. Reviews prepare students for national registry exam. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RFMI 0091 Property and Casualty/General Lines PSAV

200 clock hours

This course is designed to prepare students to take the State of Florida licensing examination for General Lines, in preparation for the position of General Lines Agent. This course is for all participants who deal with the ultimate consumer and must obtain a Florida insurance license. Topics include automobile, fire & allied lines, general liability, homeowner's insurance, crime & surety, worker's compensation, inland & ocean marine, aviation and boiler machinery.

RFMI 0092 Life, Health and Variable Annuities PSAV

40 clock hours

The course is designed to prepare students to take the State of Florida licensing examination for General Lines, in preparation for the position of life agent including health and variable annuities. This course is for all participants who deal with the ultimate consumer and must obtain a Florida insurance license.

RTE 1000 Introduction to Radiography AS

3 credits (3 lecture hours)

Prerequisite: HSC 1000

An introduction to radiography to include an introduction to the program, profession, didactic and clinical environments, radiation protection, x-ray production, interactions, principles of radiographic imaging, imaging equipment and radiographic technique.

RTE 1401 Radiographic Imaging I AS

2 credits (2 lecture hours)

Prerequisite or corequisite: RTE 1000

An analysis of techniques systems, radiographic technique, the Inverse Square Law, the fundamentals of physics, atomic structure, the electromagnetic spectrum, x-ray production, x-ray emission, x-ray interactions and quality control.

RTE 1401L Radiographic Imaging I Laboratory AS

1 credit (2 lab hours)

Laboratory exercises to accompany RTE 1401 demonstrate the clinical application of technique systems, radiographic techniques, the Inverse Square Law, x-ray production, x-ray emission, x-ray interactions and quality control.

RTE 1457 Radiographic Imaging II AS

2 credits (2 lecture hours)

Prerequisite: RTE 1401

An analysis of image formations, film, intensifying screens, cassettes, beam restrictors, grids, film processing, processors, darkroom chemistry, image quality, quality control, the theory, and practice of safe exposure, values.

RTE 1457L Radiographic Imaging II Laboratory AS

1 credit (2 lab hours)

Corequisite: RTE 1457

Laboratory exercises to accompany RTE 1457 demonstrate the clinical applications of film, intensifying screens, cassettes, beam restrictors, grids, film processing, processors, darkroom chemistry, image quality and quality control.

RTE 1503 Radiographic Procedures I AS

3 credits (3 lecture hours)

This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper extremities and shoulders. An introduction to medical terminology, radiographic terminology and the fundamentals of patient care is made.

RTE 1503L Radiographic Procedures I Lab AS

1 credit (2 lab hours)

Prerequisite: RTE 1503

Laboratory to accompany RTE 1503 provides the Radiography student with an opportunity to simulate radiographic examinations of the chest, abdomen, upper extremities and shoulders. Emphasis is placed on the fundamentals of patient care.

RTE 1513 Radiographic Procedures II AS

2 credits (2 lecture hours)

Prerequisite: RTE 1503

Corequisites: RTE 1814

This course is designed to provide the radiography student with instruction in radiographic examinations of the lower extremities, gastrointestinal and biliary systems. Special emphasis on anatomy, positioning technique, pathology and critique of films. Includes discussion of patient care and medical terminology related to topics and the composition, use and effects of contrast media on the human body.

RTE 1513L Radiographic Procedures II Lab AS

1 credit (2 lab hours)

Laboratory to accompany RTE 1513 provides the radiography student with an opportunity to simulate radiographic examinations of the lower extremities, gastrointestinal systems and biliary system. Special emphasis of radiographic anatomy, surface landmarks, positioning, technique, pathology and critique of films will be made.

RTE 1523 Radiographic Procedures III AS

3 credits (3 lecture hours)

Prerequisite: RTE 1513

Corequisites: RTE 1824

Continuation of study in radiologic anatomy, positioning, pathology, and film critique with emphasis on chassis radiography of the genitourinary system, tomography, vertebral column and bony thorax. Other topics to be covered include long bone measure, bone age and pelvimetry. This course includes discussion of patient care and medical terminology related to course topics, as well as the use and effects of contrast media on the human body.

RTE 1523L Radiographic Procedures III Lab AS

1 credit (2 lab hours)

Corequisite: RTE 1523

Laboratory to accompany RTE 1523 provides the student with an opportunity to simulate radiographic examination of the genitourinary system, vertebral column and bony thorax. Special emphasis of anatomy, landmarks, positioning, technique and film critique will be made.

RTE 1804 Radiography Clinical Education I AS

3 credits (24 clinical hours)

Prerequisite: HSC 1000

Corequisites: RTE 1503

Practical application of the theories covered in RTE 1503 and RTE 1000. Selected rotations provide experience in film filing, film processing and transportation of patients. Students observe, assist and perform basic radiographic procedures (chest and abdomen and extremities) under direct supervision. This course meets at the affiliate hospitals 24 hours per week. Uniforms, name badges and radiographic markers required.

RTE 1814 Radiographic Clinical Education II AS

2 credits (18 clinical hours)

Prerequisite: RTE 1804

Corequisites: RTE 1513

This course is a continuation of RTE 1804 with students performing radiographic examination under direct supervision in Clinical Education Centers. Emphasis is placed upper and lower extremities, gastrointestinal tract and biliary system procedures and film critique. Meets 288 hours.

RTE 1824 Radiography Clinical Education III AS

3 credits (24 clinical hours)

Prerequisite: RTE 1814

Corequisites: RTE 1523

This course is a continuation of RTE 1814 with students performing radiographic examination under direct supervision in clinical education centers. Emphasis is placed on the spine, genitourinary system, thorax and film critique. Students will begin to perform procedures with indirect supervision. Meets 24 hours per week. Uniforms, name badges and radiographic markers required.

RTE 2130 Pharmacology for Medical Imaging AS

3 credits (3 lecture hours)

Prerequisites: RTE 2563 or registered technologists

This course provides instruction in pharmacology and drug administration for the medical imaging professional. The principles of patient care, assessment, education, charting and emergency response are discussed. Finally, a workshop for career preparation, licensure and job search is conducted.

RTE 2385 Radiobiology AS

3 credits (3 lecture hours)

Prerequisite: RTE 1457

Analysis of the production of x-rays, ionizing radiation, x-ray interactions with matter, biologic effects, radiobiology, early and late effects of radiation, radiation monitoring and protection for both the patient and the radiographer.

RTE 2473L Radiography Seminar AS

2 credits (4 lab hours)

Prerequisite: RTE 2308

Preparation of new graduates for entry into the field, and the transition to the role of professional care-giver. An in depth analysis of professional competencies required for entry into the workplace including: radiographic procedures, patient care, image production and evaluation, equipment operation and maintenance, radiation protection, and evaluation processes.

RTE 2533 Radiographic Procedures IV AS

3 credits (3 lecture hours)

Prerequisite: RTE 1523

Corequisites: RTE 2834

This course provides continued study in radiologic anatomy, positioning, pathology and film critique with emphasis on the skull and special procedures. Topics include sinuses, mastoids, facial bones and orbits. This course also provides instruction in mammography, operative procedures, myelography and other special procedures. This course includes discussion of patient care, contrast media and medical terminology related to course topics.

RTE 2533L Radiographic Procedures IV Lab AS

1 credit (2 lab hours)

Corequisite: RTE 2533

Laboratory to accompany RTE 2533 provides the student with the opportunity to simulate exams of the skull, facial bones and selected special procedures. Topics include sinuses, mastoids, facial bones, orbits, mammography, operative procedures, myelography, and other special procedures.

RTE 2563 Advanced Medical Imaging AS

3 credits (3 lecture hours)

Prerequisite: RTE 2553

Corequisites: RTE 2844

This course prepares the radiographer to conduct diagnostic vascular procedures and patient care in angiography, peripheral venography, vascular, and non-vascular interventions. An introduction to cross-sectional anatomy, CT, MRI, sonography, nuclear medicine and radiation therapy is provided. Students will research and present a topic in a selected advanced radiologic modalities.

RTE 2571 Computed Tomography I ATC

3 credits (3 lecture hours)

Pre or Corequisite: RTE 2762

This course will introduce the learner to the principles of computerized tomography including: operational principles, methods of data collection, imaging and display techniques, quality assurance, scanning procedures and examination protocols.

RTE 2571L Computed Tomography Clinical Education ATC

3 credits (18 lab hours)

Prerequisite: RTE 2572

This course is designed to provide the student with practical, firsthand experience in scanning procedures and techniques at a supervised clinical site; theories learned in RTE 2571 and RTE 2572 will be applied. Students will observe, assist, and perform Computed Tomography under the supervision and guidance of a qualified CT Technologist.

RTE 2575 Introduction to Magnetic Resonance Imaging ATC

3 credits (3 lecture hours)

Prerequisite: Must be ARRT(R) or registry eligible

Prerequisite or corequisite: RTE 2762

This course is designed to provide the student with an introduction to the field of magnetic resonance imaging. This MRI introduction will include an overview of the history and development, fundamental principles, equipment, terminology, patient screening and safety, contraindications, and image formation, acquisition, and production.

RTE 2576 Magnetic Resonance Imaging II ATC

3 credits (3 lecture hours)

Prerequisite: RTE 2575

This course is a continuation of Introduction to Magnetic Resonance Imaging and will include technical factors and clinical applications. Topics discussed will include coil availability and selection, consideration of scan sequences, specific choices in protocols (i.e., slice thickness, phase direction, flow compensation, etc.), pulse sequencing, imaging parameters, and quality assurance.

RTE 2576L Magnetic Resonance Imaging Clinical Education ATC

3 credits (18 clinical hours)

Prerequisite or Corequisite: RTE 2576

This course is designed to provide the student with practical, firsthand experience in scanning procedures and techniques at a supervised clinical site; theories learned in RTE 2575 and RTE 2576 will be applied. Students will observe, assist, and perform Magnetic Resonance Imaging under the supervision and guidance of a qualified MRI Technologist.

RTE 2582 Introduction to Cardiovascular Intervention Technology ATC

3 credits (3 lecture hours)

Prerequisite: Must be ARRT(R) or registry eligible

This course is designed to provide the student with an introduction to the field of cardiovascular intervention technology. This will include an overview of the history and development of CVIT and the imaging equipment, patient care, patient assessment, and monitoring.

RTE 2583 Cardiovascular Interventional Technology II ATC

3 credits (3 lecture hours)

Prerequisite: RTE 2582

This course is a continuation of Introduction to Cardiovascular Interventional Technology and will include technical factors and clinical applications. Information will be presented regarding techniques related to invasive and interventional procedures. Anatomical structure as related to angiography, interventional radiology angiography, and nonvascular interventional will be discussed.

RTE 2583L Cardiovascular Intervention Technology Clinical Education AS

3 credits (18 clinical hours)

Prerequisite: RTE 2583

This course is designed to provide the student with practical, firsthand experience in procedures and techniques at a supervised clinical site; theories learned in RTE 2582 and RTE 2583 will be applied. Students will observe, assist, and perform cardiovascular intervention procedures under the supervision and guidance of a qualified CVIT Technologist.

RTE 2613 Radiologic Physics AS

3 credits (3 lecture hours)

Prerequisite: RTE 1457

In-depth analysis of electricity, magnetism, electromagnetism, electric generators, motors, transformers and rectifiers, construction and function of x-ray tubes, the use of tube rating charts, x-ray system components and schematics, fluoroscopic systems, video systems and an introduction to the concepts of digital imaging.

RTE 2762 Cross Sectional Anatomy AS

3 credits (3 lecture hours)

This course is designed to introduce cross-sectional anatomy to technologists in the medical imaging field. Normal anatomic structures of the head, neck, thorax, abdomen, pelvis, spine and extremities will be presented in multi-planar sections.

RTE 2785 Advanced Pathophysiology for Medical Imaging ATC

3 credits (3 lecture hours)

This course will provide the Radiographer with an in-depth understanding of disease processes correlated with plain-film radiographic, computed tomographic, magnetic resonance imaging, or mammography images.

RTE 2834 Radiographic Clinical Education IV AS

3 credits (24 clinical hours)

Prerequisite: RTE 1824

Corequisites: RTE 2533

A continuation of RTE 1824 with students performing procedures taught in previous clinical courses. Emphasis is placed on the radiography of the skull and special procedures. Meets 24 hours per week. Includes film critique. Uniforms, name badges and radiographic markers required.

RTE 2844 Radiographic Clinical Education V AS

2 credits (18 clinical hours)

Prerequisite: RTE 2834

This is a continuation of RTE 2834 with students perfecting positioning skills and learning to function under indirect supervision. Clinical rotations through Special procedures, mammography, radiation oncology, CT, MRI, nuclear medicine and ultrasound. Includes film critique. Meets 288 hours.

RTE 2854 Radiographic Clinical Education VI AS

3 credits (24 clinical hours)

Prerequisite: RTE 2844

Corequisites: RTE 2023

This is a clinical of RTE 2844 with students practicing positioning skills with indirect supervision. Emphasis is placed on completing clinical competencies. Rotations through radiation oncology, CT, MRI, nuclear medicine, ultrasound and special procedures are included. Includes film critique. Meets 24 hours per week. Uniforms, name badges, and radiographic markers required.

RTV 2000C Television Studio Production AA

3 credits (2 lecture hours, 2 lab hours)

Principles of television studio practice and programming includes instruction and demonstrations in basic skills and performance.

RTV 2300 Introduction to Broadcast Journalism AA

3 credits (3 lecture hours)

Prerequisite: Permission of the film department chair

Basic broadcast journalism and role of teamwork in step-by-step production of news programs. The emphasis is on reporter/writer's role in the newsroom, elements of broadcast news writing and production and similarities and differences in news for television and news for newspapers.

SBM 2000 Small Business Management AS

3 credits (3 lecture hours)

In-depth analysis of principles of starting and managing a small business. Included are business and managerial functions of how to organize, staff, direct and control business areas of sales, production, purchasing, finance and personnel.

SLS 0380 Introduction to Business PSAV

40 clock hours

Subjects include entrepreneurship, scope and risks of business ownership, internal activities of a business, information required by a business, economic restraints, job info, job search, work habits, interviews, health habits.

SLS 1211 Optimal Self-Development AA

3 credits (3 lecture hours)

Introduces theories and methods of optimal self-development including self-directed activities for initiating self-change.

SLS 1300 Career Self-Assessment AA

1 credit (1 lecture hour)

This course facilitates learning more about career interests, values, skills, personality and academic strengths in a lecture classroom and/or independent study. The goal is to identify occupations for further exploration.

SLS 1301 Career Development AA

3 credits (3 lecture hours)

This course facilitates career decision-making and employability skills. Activities include assessment of interests, values, skills, personality and academic strengths and how these personal qualities relate to occupations and college majors; occupational research and information gathering; and job-search strategies, resume writing and interviewing skills.

SLS 1302 Career Information and Decision-Making AA

1 credit (1 lecture hour)

This course facilitates research into selected occupations and college majors and development of a career and educational plan in a lecture classroom and/or independent study format. Students use the Career Center and community resources for research purposes and learn effective decision-making techniques.

SLS 1303 Job Search AA

1 credit (1 lecture hour)

This course explores the development of a comprehensive job search campaign and covers such topics as resume and cover letter writing, networking, professional etiquette and telephone skills, interviewing, dressing for success and the use of technology in the job search. SLS 1501 Strategies for College Success (AA) 3 credits (3 lecture hours) This course assists students in developing and improving note-taking, test-taking and study skills. Time management and test-taking techniques are discussed. College resources, listening skills and effective communication are emphasized. Students assess and examine their individual learning styles and adjust their study habits.

SLS 1501 Strategies for College Success AA

3 credits (3 lecture hours)

This course assists students in developing and improving note-taking, test-taking and study skills. Time management and test-taking techniques are discussed. College resources, listening skills and effective communication are emphasized. Students assess and examine their individual learning styles and adjust their study habits.

SLS 1505 Critical Thinking AA

1 credit (1 lecture hour)

This course demonstrates how to apply critical thinking skills to everyday problems and issues in school, career and personal life.

SLS 1533 Overcoming Math Anxiety AA

1 credit (1 lecture hour)

This course helps students overcome math anxiety and become successful in mathematics courses. It focuses on self-diagnosis, improved study habits, test-taking skills and the reduction of test anxiety.

SLS 2261 Leadership Development AA

3 credits (3 lecture hours)

Prerequisites: ENC 1101 or ENC 1121, SPC 1016 (With permission of the instructor, any and/or all prerequisites may be waived.)

Focuses on development of leadership, a personal philosophy of leadership, leadership potential and integrating theory with application in a group setting.

SON 1100 Principles and Protocols of Sonography AS

3 credits (3 lecture hours)

Prerequisite: Program admission

Corequisites: SON 1170

An introduction to the basic approaches to sonographic scanning and scanning protocols for the abdomen and pelvis.

SON 1111 Abdominal Sonography 1 AS

3 credits (3 lecture hours)

Prerequisite: SON 1100, SON 1170

Corequisites: SON 1121, SON 1211, and SON 1214

An introduction to the transverse anatomy of abdominal area and its recognition on sonographic visualization systems.

SON 1112 Abdominal Sonography 2 AS

3 credits (3 lecture hours)

Prerequisite: SON 1111, SON 1121, SON 1211

Corequisite: SON 1122, SON 1212, and SON 1215

An in-depth presentation of sonographs of abdominal area stressing deviations from the norm and the studies to make a diagnostically acceptable study.

SON 1121 Sonography OB/GYN 1 AS

3 credits (3 lecture hours)

Prerequisite: SON 1100, SON 1170

Corequisites: SON 1111, SON 1211, SON 1214

An introduction to the transverse anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal throughout all terms of pregnancy is presented.

SON 1122 Sonography OB/GYN 2 AS

3 credits (3 lecture hours)

Prerequisite: SON 1111, SON 1121, SON 1211

Corequisite: SON 1112, SON 1212, SON 1215

The detection of anomalies, pathology, deviation from normal and the planes that must be sonographically imaged for accurate diagnosis is stressed.

SON 1141 Small Parts Sonography AS

3 credits (3 lecture hours)

Prerequisite: SON 1112, SON 1122, SON 1212

Corequisite: SON 1824

A general introduction to the areas of carotid, eye, thyroid, prostate, scrotum, breast and other superficial structures.

SON 1171 Sonography of the Circulatory System AS

3 credits (3 lecture hours)

Prerequisite: Program Admission

Corequisites: SON 1100

An introduction to the hemodynamics of the circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures.

SON 1211 Medical Sonography Physics I AS

3 credits (3 lecture hours)

Prerequisite: SON 1100, SON 1170

Corequisites: SON 1111, SON 1121, SON 1214

A study of the principles of diagnostic ultrasound, the fundamental properties of ultrasonic physics, stressing tissue interactions, and interfaces. Focusing characteristics, methods, intensity, and power considerations are introduced along with system resolution considerations.

SON 1212 Medical Sonography Physics 2 AS

3 credits (3 lecture hours)

Prerequisite: SON 1111, SON 1121, SON 1211

Corequisite: SON 1112, SON 1122, SON 1215

A continuation of the study of the properties of diagnostic ultrasound stressing the operation of diagnostic equipment, the display systems, biological effects and quality assurance methods. Current developments in ultrasound are review, discussed, and evaluated.

SON 1214 Practical Aspects of Sonography 1 AS

3 credits (3 lecture hours)

Prerequisite: SON 1100, SON 1170

Corequisites: SON 1111, SON 1121, SON 1211

A study of the principles of diagnostic ultrasound and practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the operation of diagnostic ultrasound equipment and routine images obtained.

SON 1215 Practical Aspects of Sonography 2 AS

3 credits (3 lecture hours)

Prerequisite: SON 1111, SON 1211, SON 1214

Corequisite: SON 1112, SON 1212, SON 1814

Offering more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis process.

SON 1804L Clinical Education 1 AS

3 credits (24 clinical hours)

Prerequisite: SON 1100, SON 1170

Corequisites: SON 1111, SON 1121, SON 1211

Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses he or she will be performing examinations with less and less supervision.

SON 1814L Clinical Education 2 AS

3 credits (24 clinical hours)

Prerequisite: SON 1111, SON 1211, SON 1804

Corequisite: SON 1112, SON 1122, SON 1212

A continuation of the learning by doing process where more responsibility in the form of decision making regarding anatomical areas and resultant imaging is assured by the student being supervised.

SON 1824L Clinical Education 3 AS

4 credits (32 clinical hours)

Prerequisite: SON 1112, SON 1122, SON 1814

Corequisite: SON 1141

Application of all the material presented requiring the student to make judgmental decisions regarding technical aspects, to interact in a professional manner with those with whom he or she comes in contact, and to generally progress to the point where, after successful testing, he or she may be accepted as a competent sonographer for general sonographic exams.

SOP 2741 Feminist Psychology AA

3 credits (3 lecture hours)

Focusing upon the historical and currently changing roles of women, this course will emphasize psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory practices, the Women's Rights Movement and men's liberation. The impact on behavior of psychological constraints is examined within an experiential framework. Students are encouraged to explore their attitudes, interests, and aspirations to stimulate self-awareness and facilitate personal growth.

SOS 1102 Soils and Fertilizers AS

3 credits (3 lecture hours)

Study of soil characteristics, classifications, testing and plant nutrition. Management of soils for specific horticultural purposes by understanding soil reaction and uses of fertilizers is presented.

SOW 1031 Introduction to Social Work AA

3 credits (3 lecture hours)

Surveys philosophy, history and services of social welfare and values, methods and practice settings of social work. Social worker processes are examined with awareness that basic practice processes are applicable in the variety of contexts that involve social workers.

SPC 1016 Fundamentals of Speech Communication AA

3 credits (3 lecture hours)

This course will train the student in the basic principles of effective communication, including topics such as intrapersonal communication, interpersonal communication, listening, verbal communication, nonverbal communication, small group dynamics and public speaking. The emphasis is on individual development and improvement in a variety of communication experiences. Gordon Rule writing requirement minimum: 2,000 words. A grade of C or higher is required for this course to be used as a General Education course.

SPC 1016 Honors Fundamentals of Speech Communication AA

3 credits (3 lecture hours)

Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing.

Honors components included in this course version.

SPC 1300 Introduction to Interpersonal Communication AA

3 credits (3 lecture hours)

This course introduces students to the communication skills needed in face-to-face relationships in everyday interaction. Topics included are communication competence, perception, self-awareness, conflict, the impacts of culture and listening. Emphasis is on awareness of communication skills and problems in relationships. Many experiential activities are included.

SPC 1601 Public Speaking AA

3 credits (3 lecture hours)

Prerequisite: SPC 1016 or permission of department chair

This course is an intensive study of public speaking. The principles of speech preparation, organization and delivery are reviewed. Student will practice specialized types of speech communication experiences common to those called on to give speeches in public.

SPC 2052 Voice and Diction AA

3 credits (3 lecture hours)

Introduces vocal mechanism and function. Vocal quality, expressiveness, articulation and pronunciation will be emphasized. Students will practice using the International Phonetic Alphabet.

SPC 2511 Argumentation and Debate AA

3 credits (3 lecture hours)

Prerequisite: SPC 1016

This course will cover the principles of argumentation including analysis of propositions, use and evaluation of evidence and modes of reasoning with specific application in an educational-debate format.

SPN 1120 Elementary Spanish I AA

4 credits (4 lecture hours)

This class provides opportunities to develop the basic language skills: listening, speaking, reading and writing of Spanish with an emphasis on the spoken language. The course drills pronunciation, vocabulary building and elementary grammar and composition. Cultural aspects of Hispanic populations will be discussed. Optional Internet component and Honors credit available.

SPN 1120 Honors Elementary Spanish I AA

4 credits (4 lecture hours)

Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing.

Honors components included in this course version.

SPN 1121 Elementary Spanish II AA

4 credits (4 lecture hours)

Prerequisite: SPN 1120 or equivalent

A continuation of SPN 1120 providing opportunities to develop the basic language skills: listening, speaking, reading and writing of Spanish with an emphasis on the spoken language. It drills pronunciation, vocabulary building and elementary grammar and composition. Cultural aspects of Hispanic populations will be discussed. Optional Internet component and Honors credit available.

SPN 1170 Spanish Immersion Study Program AA

6 credits (6 lecture hours)

Prerequisite: SPN 1120 and instructor's consent prior to registration

This study travel course introduces the student to the Spanish language and culture of Spain. It provides opportunities to attain meaningful, relevant, hands on learning experiences while living in Salamanca, Spain. All classes conducted entirely in Spanish to increase oral proficiency.

SPN 2200 Intermediate Spanish I AA

3 credits (3 lecture hours)

Prerequisite: SPN 1121 or equivalent

Taught in Spanish, an in-depth analysis of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation. Appreciation of the life and culture of native speakers will be attained through lectures, reading and discussions about Hispanic nations. Optional Internet component and Honors credit available.

SPN 2201 Intermediate Spanish II AA

3 credits (3 lecture hours)

Prerequisite: SPN 2200 or equivalent

This class is a continuation of SPN 2200. Advanced grammar and composition are enhanced through translating, writing of creative themes and conversing. Appreciation of the life and culture of native speakers will be attained through lectures reading and discussions about Hispanic nations. Optional Internet component and Honors credit available.

SPN 2240 Intermediate Conversational Spanish I AA

3 credits (3 lecture hours)

Prerequisite: SPN 1121 or equivalent

This interactive, communicative course aims to develop conversational skills and to build vocabulary in practical, relevant situations. It may be taken before or after SPN 2241. Cooperative learning and pair work is utilized. Optional Internet component and Honors credit available.

SPN 2241 Intermediate Conversational Spanish II AA

3 credits (3 lecture hours)

Prerequisite: SPN 1121 or equivalent

This interactive, communicative course aims to develop conversational skills and to build vocabulary in practical, relevant situations. It may be taken before or after SPN 2240. Cooperative learning and pair work is utilized. Optional Internet component and Honors credit available.

SPN 2340 Spanish for Native Speakers AA

3 credits (3 lecture hours)

Prerequisite: Instructor's approval; Hispanic bilingual educated in the United States or near-native speaker who has lived in a Spanish-speaking country

An individualized educational plan focused upon the needs of the learner is created by both the student and instructor to improve the learner's Spanish proficiency level. All facets of language acquisition are considered. Optional Internet component and Honors credit available.

STA 1021 Probability and Statistics AA

1 credit (1 lecture hour)

Prerequisites: "C" or above in MAT 1033, or 72 & above (EA) FCELP and 44 & above (CLM) FCELP or/and one year of high school algebra and passing score on the placement exam.

STA 1021 is a self-paced, one-hour credit module that covers such topics as permutations, combinations, measures of central tendency, standard deviation, and the normal curve.

STA 2023 Statistics AA

3 credits (3 lecture hours)

Prerequisite: A grade of C or better in MAT 1033 or adequate score on the placement exam and two years of high school algebra

Topics include probability, random variables, hypothesis testing, confidence intervals, correlation, linear regression, small sample methods, and non-parametric statistics. A grade of C or higher is required for this course to be used as a General Education course.

STA 2023 Honors Statistics AA

3 credits (3 lecture hours)

Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing

Honors components included in this course version.

STS 0003 Introduction to Surgical Technology PSAV

160 clock hours

This course focuses on professional responsibilities, interpersonal relationships and communication skills for health care personnel in the preoperative setting. Included is legal and ethical responsibilities, the physical environment, safety issues, microbiology, and basic knowledge of OR equipment, supplies, and instrumentation. Liability insurance required.

STS 0120 Surgical Specialties I PSAV

48 clock hours

This is an introduction to various types of surgery and corresponding surgical anatomy. The student will function in the lab as the surgical technologist in Diagnostics Procedures, General Surgery, Plastic and Reconstructive, Obstetrics, and Gynecology services.

STS 0121 Surgical Specialties II PSAV

48 clock hours

This is an introduction to various types of surgery and corresponding surgical anatomy. The student will function in the lab as the surgical technologist in Genitourinary Surgery, Ophthalmic Surgery and Orthopedic Surgery.

STS 0122 Surgical Specialties III PSAV

51 clock hours

This is an introduction to various types of surgery and corresponding surgical anatomy. The student will function in the lab as the surgical technologist in Otorhinolaryngologic Surgery, Oral/Maxillofacial Surgery, Neurosurgery, Cardiothoracic Surgery, and Peripheral Vascular Surgery.

STS 0155C Surgical Techniques and Procedures PSAV

294 clock hours

This course focuses on aseptic technique specific to the operating room environment and patient care duties common to the surgical patient. Included is surgical hand scrub, gowning and gloving, preparing the surgical field, medications, anesthesia, wound healing, and suture materials.

STS 0255L Surgical Specialties I Clinical PSAV

184 clock hours

The purpose of this course is to utilize the student's knowledge of body structure and function, patient care, aseptic techniques, OR equipment, pharmacology, microbiology, and the surgical environment; and apply that knowledge to surgical procedures in the academic and clinical setting. The student will function in the lab as the surgical technologist in Diagnostics Procedures, General Surgery, Plastic and Reconstructive, Obstetrics, and Gynecology services.

STS 0256L Surgical Specialties II Clinical PSAV

184 clock hours

The purpose of this course is to utilize the student's knowledge of body structure and function, patient care, aseptic techniques, OR equipment, pharmacology, microbiology, and the surgical environment; and apply that knowledge to surgical procedures in the academic and clinical setting. The student will function in the lab as the surgical technologist in Genitourinary Surgery, Ophthalmic Surgery, and Orthopedic Surgery.

STS 0257L Surgical Specialties III Clinical PSAV
184 clock hours

The purpose of this course is to utilize the student's knowledge of body structure and function, patient care, aseptic techniques, or equipment, pharmacology, microbiology, and the surgical environment; and apply that knowledge to surgical procedures in the academic and clinical setting. The student will function in the lab as the surgical technologist in Otorhinolaryngologic Surgery, Oral/Maxillofacial Surgery, Neurosurgery Cardiothoracic Surgery, and Peripheral Vascular Surgery.

SUR 1101C Basic Surveying and Mapping AS

4 credits (3 lecture hours, 2 lab hours)

Prerequisite: MAC 1105

Introduction to equipment and methods used in surveying includes angle, distance and elevation measurements.

SUR 1322C CAD for Surveyors AS

2 credits (1 lecture hour, 2 lab hours)

Prerequisites: SUR 1101, SUR 1640C

Preparation of typical drawings used in land surveying; introduction to computer operating systems; CAD methods; plotters.

SUR 2202C Route Geometrics AS

4 credits (2 lecture hours, 4 lab hours)

Prerequisites: SUR 1101C, MAC 1114

Covers geometric design of transportation systems, computer applications, comprehensive design project, spiral curves, super elevation theory and earthwork analysis.

SUR 2403 Land Surveying Principles AS

3 credits (3 lecture hours)

Prerequisites: SUR 1101C, SUR 2301

Land boundaries, corners, areas; writing and interpreting legal descriptions; identification of land parcels; legal principles of boundary location; U.S. Government land survey systems.

SUR 2431 Land Surveying Practice AS

3 credits (3 lecture hours)

Prerequisites: SUR 1101C, SUR 2403

Study of land survey practice; lot survey; sectionalized lands survey; water boundary survey; office and business practices; professional standing.

SUR 2462C Land Planning AS

3 credits (2 lecture hours, 4 lab hours)

Covers legal requirements for subdividing land; land development systems; subdivision planning; and comprehensive projects.

SUR 2500C Electronic and Geodetic Surveying AS

4 credits (3 lecture hours, 2 lab hours)

Prerequisites: SUR 1101C, SUR 1650, SUR 2403

EDM theory, calibration, distance measurements and reductions; map projections, state plane coordinates; practical astronomy, spherical trigonometry, observations for time, latitude, azimuth, line of position; least squares, theory and applications.

SUR 2660C Professional Drafting for Surveyors AS

2 credits (1 lecture hour, 3 lab hours)

Techniques and drawings for land surveys using computer methods.

SYG 1230 American Minorities Today AA

3 credits (3 lecture hours)

Explores historical and current principal minority groups in American life, tracing developments, contributions, values, character, heritage, social structure, etc., of each minority. Examines relations among ethnic and racial groups and general attitudes of mainstream Americans, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. A grade of C or higher is required for this course to be used as a General Education course.

SYG 2000 Introduction to Sociology AA

3 credits (3 lecture hours)

Covers basic Sociological concepts and perspectives essential for understanding organized social life including emphasis on the sociological imagination, major theoretical perspectives, research methodology, culture, society, socialization, social interaction, social structure, social stratification, social institutions, demographics and social change. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. Distance learning and Honors sections available. A grade of C or higher is required for this course to be used as a General Education course.

SYG 2000 Honors Introduction to Sociology AA

3 credits (3 lecture hours)

Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing

Honors components included in this course version.

SYG 2010 American Social Problems AA

3 credits (3 lecture hours)

Explores major social problems confronting American society including mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations and related ethnic problems. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. A grade of C or higher is required for this course to be used as a General Education course.

SYG 2361 Death and Dying AA

3 credits (3 lecture hours)

Examines issues and problems associated with death and dying resulting from changes in society encompassing grief, funeral practices, widowhood, suicide, life beyond death, moral and ethical issues.

SYG 2430 Marriage and Family AA

3 credits (3 lecture hours)

This course provides a study of the continuum of human intimacy and attraction from sociological and social psychological perspectives by examining varieties of human intimacy arrangements with emphasis on marriage and family. Alternative life styles are also discussed.

TAR 1120C Architectural Drawing AS

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C, ART 1300C

Introduction to drafting methods for architecture emphasizes techniques to present clear and precise solutions to basic architectural problems of lettering, preliminary sketching, line quality, shapes, orthographic projection, perspective and architectural shades and shadows.

TAX 2000 Federal Income Tax I AS

3 credits (3 lecture hours)

Prerequisite: ACC 2022 or instructor permission required

Introduction to federal, state and local business taxes for students desiring an associate in science degree in Accounting Technology. Not transferable to an upper division institution.

TAX 2010 Federal Income Tax II AS

3 credits (3 lecture hours)

Prerequisite: TAX 2000 or equivalent

This is a continuation of TAX 2000, focusing on corporate income taxes. Also includes taxation of partnerships, estates and trusts and practice partnerships, estates and trusts and practice before the Internal Revenue Service. Not transferable to an upper division institution.

TDR 0522 Engineering ■ Applied to Architecture PSAV

150 clock hours

This course prepares students for the steps through which a building proceeds from conceptual planning to finished product. Structural elements will be included for commercial and residential construction.

TDR 0531 Fundamentals of Design I PSAV

250 clock hours

This course will introduce students to architectural graphic communication as well as to the fundamentals of design theory as it applies to human habitation and work relationships. The preliminary design processes, client influences on design, basic room relationships, and layouts. Basic plan symbols common to the field will be discussed and then applied to the design of a one-story residence and a two-story light commercial building. Presentation floor plan techniques, roof types, materials and plans, and presentation elevations will be discussed. Students will prepare presentation floor plans and exterior elevation drawings of both a one-story residence and a two-story light commercial building, as well as a preliminary building section and roof plan of a residential project.

TDR 0534 Fundamentals of Design II PSAV

150 clock hours

This course continues investigation and development of space-shaping language and its inherent structure and process of application. Skills learned in Fundamentals of Design I are engaged in both analysis and design processes, and requirement that materials introduced in lectures be furthered investigated through spatial analysis. This course will require students to further investigate architectural graphic communication as well as to the fundamentals of design theory as it applies to human habitation and work relationships.

TDR 0552 Construction Documents PSAV

50 clock hours

This course prepares the student for the multitude of tasks involved in generating, coordinating and administering a complete set of permit ready construction documents for both residential and light commercial projects. The student will be introduced to all the elements that comprise residential and light commercial working drawings as well as the techniques for organizing the drawings on paper and in the computer. Coordination of associated consultants work and responsibilities in the working drawings are discussed.

TDR 0558 Fundamentals of Professional Practice PSAV

150 clock hours

This course will introduce to students the basics of professional architectural drafting and design services including interoffice relationships, the roles of consultants in the design process, the phases of architectural design, office standards, and project specifications. Students will learn basic cost estimating techniques, copyright law, and other aspects of a functioning office. Scheduling, record keeping and standard contracts and forms will be introduced.

TDR 0560 Construction Materials & Methods PSAV

150 clock hours

This course covers the sources, properties, and uses of construction materials.

THE 1000 Theatre Appreciation AA

3 credits (3 lecture hours)

This course is an introduction to the art, business, and history of theater. The course is designed to increase the student's understanding and appreciation of the work of the various artists engaged in creating theater through a participatory approach. This course meets the needs of the General Education program in Humanities. Gordon Rule writing requirement minimum: 2,000 words. A grade of C or higher is required for this course to be used as a General Education course.

THE 2051 Theater for a Children's Audience AA

3 credits (3 lecture hours)

Analyzes theory of children's theater, surveys the development within the American theater scene, studies functionality within the American community and materials available for use with children.

THE 2300 Dramatic Literature AA

3 credits (3 lecture hours)

Prerequisite: THE 1000

This course explores dramatic literature and develops the student's knowledge and appreciation of the elements of literature through the study of selected scripts, playwrights and dramatic theories. Among these elements are the history of dramatic literature, genre study and the theory and practice of dramatic analysis and criticism.

THE 2925 R Play Production AA

1 credit (2 lab hours)

This course involves sessions and activities centered around a specific theatre topic. The topics may vary and are designed to enhance specific professional skills. Topics are based on what is new or currently relevant in the field.

TPA 1200 Stagecraft I AA

3 credits (3 lecture hours)

Lectures and classroom demonstration in construction, painting and handling of scenery, makeup and making properties. Crew hours are required.

TPA 1211 Advanced Stagecraft AA

3 credits (3 lecture hours)

Prerequisite: TPA 1200

Continuation of TPA 1200 emphasizing set design and lighting techniques and principles of designing and executing model sets and stage lighting in classroom demonstrations and experiences.

TPA 2290 ■ Technical Theater Lab I AA*1 credit (2 lab hours)*

This course is designed to provide hands-on experience in the backstage operation of a theater. The concentration of the course will vary depending on the skills of the student and the needs of the theater.

TPP 1600 Playwriting AA*3 credits (3 lecture hours)*

This course is an introduction to the study, analysis, and writing of plays for the theater. Emphasis on developing skills in writing short scenes stressing creating characters, handling dialogue, and plot structure.

TPP 2100 Acting I AA*3 credits (3 lecture hours)*

Prerequisite: THE 1000 or special permission of the department chair

This course is a study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization, and motivation is given. Students will present scenes from plays as classroom exercises.

TPP 2111 Acting II AA*3 credits (3 lecture hours)*

Prerequisite: TPP 2100 or permission of department chair

This course is a continuation of TPP 2100, emphasizing processes of developing characterization and discovering relationships affecting the character. Students study methods of auditioning, prepare a resume and present monologues.

TPP 2190 ■ Rehearsal and Performance I AA*1 credit (2 lab hours)*

This course is designed to provide hands-on experience in rehearsal and performance techniques for production. Emphasis is on the warm-up, reading, blocking and nuances of a role. Brief lectures will be given on the different design aspects as they apply to varying sizes of theatrical houses and audience-actor relationships.

TPP 2510 Movement for the Theater AA*3 credits (3 lecture hours)*

Introduction to study, analysis and application of styles of movement required in theatrical productions emphasizing preparation to use physical characteristics appropriate for a play placed in a particular locale and time. Study of body language, analysis of movement, types and rhythms of movement and pantomime are included.

WOH 1012 Ancient and Medieval History AA*3 credits (3 lecture hours)*

Introduces theories of historical causation, origin of life in pre-historic times and emergence of early Middle-eastern and Mediterranean cultures in Mesopotamia, Egypt, Israel and Persia emphasizing Western civilization's roots in ancient Greece, Rome and medieval Europe to 1500 A.D., legacy of the East, the Byzantine and Islamic worlds.

WOH 1022 Modern World History AA*3 credits (3 lecture hours)*

This course is a continuation of WOH 1012. Introduces the birth of the modern age in intellectual (Renaissance), religious (Reformation), economic and navigational achievements of the period around 1500 and goes through the twentieth century emphasizing European civilization directly influencing American and modern world culture and increasing role and significance of Afro-Asian peoples.

WOH 1280 Survey of Jewish Civilization AA*3 credits (3 lecture hours)*

Upon successful completion of this course, the students should be able to demonstrate knowledge about how Jewish civilization began and developed up to the present era.

ZOO 1010 General Zoology Lecture AA*3 credits (3 lecture hours)**Prerequisite:* BSC 1010*Corequisites:* ZOO 1010L

Introduction to structure, functioning, embryology and evolutionary relationships of representatives of major animal phyla culminating in man. A grade of C or higher is required for this course to be used as a General Education course.

ZOO 1010L General Zoology Laboratory AA*1 credit (2 lab hours)**Prerequisite:* BSC 1010*Corequisites:* ZOO 1010

This course is a laboratory observation of representative groups of the animal kingdom. A grade of C or higher is required for this course to be used as a General Education course.

ZOO 2710 Comparative Vertebrate Anatomy AA*3 credits (3 lecture hours)**Prerequisites:* ZOO 1010, ZOO 1010L*Corequisites:* ZOO 2710L

Introduces embryology and development of organ systems for main classes of vertebrates and origins and classification of chordates.

ZOO 2710L Comparative Vertebrate Anatomy Laboratory AA*1 credit (4 lab hours)*

The laboratory includes the examination and dissection of representatives of the major classes of vertebrates. The work in the laboratory includes the dissection of the lamprey, shark, necurus, and cat.



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A

| | |
|--|-----|
| A+ Certification | 73 |
| Academic Advisement | 31 |
| Policies | 41 |
| Probation | 41 |
| Progress | 41 |
| Recognition | 41 |
| Standards of Progress | 41 |
| Support & Opportunities | 36 |
| Suspension or Exclusion | 41 |
| Accidents and Illness | 32 |
| Accounting Operations | 64 |
| Accounting Technology | 66 |
| Accreditation | 4 |
| Acquired Immune Deficiency Syndrome (AIDS) | 32 |
| Administrative Assistant | 114 |
| Admissions | 13 |
| Advanced Placement (AP) | 19 |
| Advanced Technical Certificate (ATC) | 57 |
| AIDS Policy | 32 |
| Alternative Loans | 24 |
| Appeals | 26 |
| Application and Registration Fees | 28 |
| Applications Track (Computer) | 75 |
| Applied Technology Diploma (ATD) | 57 |
| Apprenticeship Programs | 79 |
| Architectural Drafting | 88 |
| Areas of Study | 49 |
| Associate in Applied Science (A.A.S.) Degree | 56 |
| Associate in Arts (A.A.) Transfer Degree | 52 |
| Associate in Science (A.S.) Degree | 56 |
| Athletics | 34 |
| Attendance | 41 |
| Audit | 42 |
| Automotive and Transportation Programs | 61 |
| Automotive Body Repair | 61 |
| Automotive Detail | 62 |
| Automotive Mechanics | 62 |
| Aviation | 58 |

B

| | |
|--|-----|
| Basic Corrections Officer Track | 119 |
| Basic Law Enforcement Officer Track | 119 |
| Beachcomber | 33 |
| Beliefs | 4 |
| Belle Glade | 5 |
| Boca Raton | 5 |
| Brick & Block Masonry Apprentice | 79 |
| Building Construction Technology | 80 |
| Business & Industry Training Center | 36 |
| Business Administration and Management | 67 |
| Business Programs | 64 |

C

| | |
|---|-----|
| Campus Libraries | 36 |
| Campus Maps | 6 |
| Cardiovascular Intervention Technology | 109 |
| Cardiovascular Nursing | 109 |
| Career Guidance (FACTS) | 55 |
| Career Planning & Employment Services | 31 |
| Carpentry | 77 |
| Carpentry Apprentice | 79 |
| Catalog In Effect Policy | 45 |
| Center for Early Learning, Palm Beach Gardens | 5 |
| Center for Early Learning, Lake Worth | 70 |
| Center for Health Studies | 36 |
| Center for Insurance Education | 36 |
| Center for Real Estate Education | 37 |
| Certificate and Diploma Programs | 57 |
| Challenge Examinations | 19 |
| Child Care | 69 |
| Child Care Center Management Track | 70 |
| Child Care Services | 5 |
| Child Care Training Certification | 69 |
| Child Development Associate (CDA) | 69 |
| Children First | 36 |
| Cisco Networking Academy | 73 |
| CLAST | 42 |
| Clubs | 35 |

| | |
|---|-----|
| College Credit Certificate (CCC) | 57 |
| College Level Academic Skills Test (CLAST) | 42 |
| College Level Examination Program (CLEP) | 19 |
| College Preparatory Course Requirements | 43 |
| Commercial Art | 82 |
| Commercial Heating & Air Conditioning Technology | 77 |
| Commercial Vehicle Driving | 62 |
| Community Home Health Nursing ATC | 110 |
| Competency Statements for all PBCC Degree Program Graduates | 50 |
| Computed Tomography | 110 |
| Computer and Office Technology | 37 |
| Computer Information Systems Analysis | 75 |
| Computer Science and Information Technology Programs | 73 |
| Computer Support Specialist | 74 |
| Connections | 40 |
| Conservation Ecology Track | 94 |
| Construction, Metal and Industrial Trades Programs | 77 |
| Continuing Workforce Education | 36 |
| Cooperative Education | 37 |
| Corrections Officer Track | 121 |
| Correspondence Courses | 18 |
| Cosmetology | 81 |
| Count de Hoernle Student Village | 34 |
| Course Descriptions | 125 |
| Course Prefixes | 126 |
| Creative Arts and Communications Programs | 82 |
| Credit for Prior Learning | 19 |
| Criminal Justice Academies | 118 |
| Criminal Justice Technology | 121 |
| Critical Care Nursing | 111 |
| Crossroads | 40 |
| Customer Service Representative | 115 |

D

| | |
|--------------------------------------|-----|
| Dance Track | 87 |
| Dean's List | 41 |
| Deans and Registrar | 221 |
| Degrees and Certificates | 49 |
| Delinquent and Unpaid Accounts | 29 |
| Dental Assisting | 96 |
| Dental Hygiene | 100 |
| Diesel Technology | 63 |
| Dietetic Technician | 101 |
| Directory | 221 |
| Disability Support Services | 32 |
| Disbursement of Financial Aid Awards | 24 |
| Distance Learning | 38 |
| District Board of Trustees | 221 |
| Dolly Hand Cultural Arts Center | 5 |
| Drafting and Design Technology | 91 |
| Dual Enrollment | 14 |
| Duncan Theatre | 5 |

E

| | |
|--|-----|
| Early Admission from High School | 14 |
| Early Childhood Education | 70 |
| Eissey Campus Theatre | 5 |
| Electrical Apprentice | 79 |
| Electrical Drafting | 89 |
| Electronic Drafting | 89 |
| Electronic Technology | 89 |
| Electronics Engineering Technology | 91 |
| Emergency Loans | 24 |
| Emergency Medical Services | 123 |
| Emergency Medical Technician (EMT-B) | 120 |
| Engineering and Architecture Programs | 88 |
| English for Academic Purposes/ English as a Second Language | 39 |
| Enrollment Status | 25 |
| Environmental Assessment Track | 94 |
| Environmental Horticulture Technology | 95 |
| Environmental Science Programs | 93 |
| Environmental Science Technology | 94 |
| Etta Ross Center for Lifetime Learning | 40 |
| Examination Absence | 41 |
| Examination Fees | 29 |
| Exceptions to the General Rule for Equal Courses | 126 |
| Expected Student Outcomes for Competency in Basic Computer Use | 51 |
| Fundamental Mathematical Skills | 51 |
| Fundamental Oral Communication Skills | 51 |
| Fundamental Reading Skills | 50 |
| Fundamental Writing Skills | 50 |
| Information Literacy | 51 |
| Experiential Learning | 19 |

F

| | |
|---|-----|
| FACTS (www.facts.org) | 55 |
| Facials Specialty | 81 |
| Faculty | 222 |
| Federal Stafford Loan Program | 24 |
| Fees and Payment | 28 |
| Financial Aid | 24 |
| Financial Aid Application | 25 |
| Financial Aid for Students with Disabilities | 25 |
| Financial Information | 24 |
| Fire Science Technology | 124 |
| Fire Sprinkler Apprentice | 79 |
| Firefighter | 119 |
| First-Time-In-College Students or Transfer Students | 15 |
| Florida Institute of Government | 37 |
| Florida Statewide Course Numbering System | 125 |
| Foreign Language Requirement | 53 |
| Foundation | 4 |
| Freshman and Sophomore Classification | 44 |
| Full-Charge Bookkeeping Track | 66 |
| Full-Time Student | 44 |

G

| | |
|---|----|
| Gasoline Engine Service Technology | 63 |
| General Information | 3 |
| General Education Philosophy | 54 |
| General Education Requirements for the A.A. Degree | 52 |
| General Music Track | 86 |
| Glazier Apprentice | 79 |
| Gordon Rule Requirement | 46 |
| Grade Change Procedure | 44 |
| Grade Forgiveness Policy | 44 |
| Grade Point Average (GPA) | 44 |
| Grade Reports | 44 |
| Grades | 44 |
| Grading System for Credit Courses | 45 |
| Grading System for Vocational and Noncredit Courses | 45 |
| Graduation Ceremony - Commencement | 45 |
| Distinctions | 46 |
| Requirements (Degree) | 46 |
| Graduation Requirements for the A.A. Degree | 54 |
| for the A.A.S. Degree | 56 |
| for the A.S. Degree | 56 |
| Graduation with Multiple Degrees | 46 |
| Graphic Design Technology | 85 |
| Guaranteed Transfer to the State University System | 52 |

H

| | |
|------------------------------------|-----|
| Health Care Programs | 96 |
| Health Information | 32 |
| Hepatitis B | 32 |
| High School Dual Enrollment | 14 |
| History of PBCC | 3 |
| Honors | 39 |
| Hope Scholarship | 30 |
| Hospitality and Tourism Management | 113 |
| Housing | 34 |
| Human Services | 72 |
| HVAC Tech Apprentice | 79 |
| Hydrologic Studies Track | 95 |

I

| | |
|--|----|
| In-State Residency | 22 |
| Incomplete Grades | 45 |
| Industrial Management Technology | 80 |
| Infant/Toddler Track (Early Childhood Education) | 71 |
| Inspection of Records | 47 |
| Institute of Teacher Education | 39 |
| Instructor Withdrawals | 42 |
| Insurance | 33 |
| Interior Design Technology | 92 |
| International Baccalaureate (IB) | 19 |
| International Students | 16 |
| Internet Courses | 38 |
| Intramural and Recreational Activities | 34 |

L

| | |
|-------------------------------------|-----|
| Lake Worth | 5 |
| Law Enforcement Officer Track | 122 |
| Learning Unlimited | 40 |
| Legal Secretary Track | 117 |
| Liability Insurance Fee | 29 |
| Libraries | 36 |
| Library Fees | 29 |
| Life, Health and Variable Annuities | 65 |
| Limited Access Programs | 14 |
| Locations | 5 |
| Lost and Found | 33 |

M

| | |
|---|-----|
| Machining Technology | 78 |
| Magnetic Resonance Imaging | 111 |
| Maintenance Management Track (Pilot) | 59 |
| Maps all locations | 12 |
| Belle Glade | 6 |
| Boca Raton | 7 |
| Lake Worth | 8 |
| Palm Beach Gardens | 10 |
| Marketing Management | 67 |
| Marketing Track | 68 |
| Massage Therapy | 97 |
| Maximum Course Load | 48 |
| Measles Immunization | 33 |
| Mechanical Drafting | 90 |
| Medical Assisting | 98 |
| Medical Coder Specialist | 116 |
| Medical Secretary | 115 |
| Medical Surgical Nursing | 112 |
| Medical Transcription | 116 |
| Memberships | 4 |
| Meningitis | 33 |
| Military Service Credits | 20 |
| Mission | 4 |
| Montessori Preschool | 70 |
| Montessori Continuing Workforce Education | 37 |
| Montessori Track | 71 |
| Motion Picture and Television Production Technology | 83 |
| Music, Special Fees | 30 |
| Music Theatre Track | 87 |

N

| | |
|---------------------------|-----|
| Nails Technician | 81 |
| Network+ Certification | 74 |
| Network Track (Computer) | 76 |
| Non-Discriminatory Policy | 13 |
| Nursing | 103 |

O

| | |
|---|-----|
| Office Management and Administrative Assistant Programs | 114 |
| Office Systems Technology | 117 |
| Office Systems Track | 117 |
| Operations Track | 59 |
| Out-Of-State Residency | 22 |

P

| | |
|--|-----|
| Painter Apprentice | 79 |
| Palm Beach Gardens | 5 |
| Paralegal | 68 |
| Paramedic | 123 |
| Parking | 29 |
| Patient Care Assistant | 98 |
| Preoperative Nursing | 112 |
| Physical Education, Special Fees | 30 |
| Pilot, Professional | 58 |
| Pipefitting Apprentice | 79 |
| Placement Test Scores | 21 |
| Placement Testing | 20 |
| Plasterer Apprentice | 79 |
| Plumbing Apprentice | 79 |
| Policy Changes | 47 |
| Policy for Withdrawals | 26 |
| Popular Music and Jazz Track | 86 |
| Post Production Technology | 83 |
| Post Secondary Adult Vocational (PSAV) Certificate | 57 |
| Practical Nursing | 99 |
| Prerequisites | 47 |
| President | 221 |
| President's List | 41 |
| President's Staff | 221 |
| Pre-School Track (Early Childhood Education) | 71 |
| Probation, Academic | 41 |
| Production Management Technology | 83 |
| Production Technology | 83 |
| Professional Pilot Technology | 58 |
| Professional Pilot Track | 60 |
| Program Groups | 49 |
| Programming Track (Computer) | 76 |
| Property and Casualty General Lines Agent | 65 |
| PSAV (Vocational) Grades | 45 |
| PSAV Dual Enrollment | 15 |
| PSAV Program Completion Requirements | 46 |
| Public Safety Dispatcher | 120 |
| Public Service, Continuing Workforce Education-EMS, Fire, Criminal Justice | 37 |
| Public Service Training Programs | 118 |

R

| | |
|--|-----|
| Radiography | 105 |
| Readmitted Students | 18 |
| Records, Student | 48 |
| Real Estate Sales Agent | 65 |
| Recreational Learning | 40 |
| Refund Exceptions | 30 |
| Refunds | 29 |
| Release of Records | 47 |
| Release of Transcripts | 13 |
| Religious Observances Policy | 47 |
| Repayment of Title IV Funds | 27 |
| Repeated Courses and Course Attempts | 45 |
| Requirements for Credit Courses and Programs | 20 |
| Requirements for Vocational (PSAV) Programs | 22 |
| Residence Classification | 22 |
| Resident Aliens and Others | 22 |
| Residential and Commercial Electricity | 78 |
| Respiratory Care | 106 |
| Retailing Track | 67 |
| Retention of Records | 48 |

S

| | |
|--|-----|
| School Age Track (Early Childhood Education) | 72 |
| Senior Citizen Reduced Tuition | 28 |
| Services for Non-PBCC Students | 32 |
| Sexual Offender/Predator | 33 |
| Sheet Metal Fabric Apprentice | 79 |
| Sigi Plus | 55 |
| Sonography | 108 |
| Special Fees | 29 |
| Specialized and Limited Access Programs | 14 |
| Staff Accountant Track | 66 |
| Standards of Academic Progress for Financial Aid Program Participation | 26 |
| Standards of Progress for Veteran Students | 27 |
| State Employee Fee Waivers | 28 |
| Structural Drafting | 90 |
| Structural Steel Apprentice | 79 |
| Student Conduct | 48 |
| Student Directory Information | 48 |
| Student Fee Audit | 29 |
| Student Government | 34 |
| Student Handbook | 33 |
| Student Housing | 34 |
| Student Learning Center/ Vocational Preparatory Instruction Lab | 40 |
| Student Life | 34 |
| Student Organizations & Clubs | 35 |
| Student Publication | 33 |
| Student Records | 47 |
| Student Retention & Completion | 33 |
| Student Right To Privacy | 48 |
| Student Services/Student Life | 31 |
| Study Abroad | 24 |
| Substitution, Students with Disabilities | 23 |
| Summer Youth College | 40 |
| Surgical Technology | 99 |

T

| | |
|--|----|
| Tax Credits | 30 |
| Technology Preparation (Tech Prep) | 15 |
| Telecommunications Cable Technician | 79 |
| Television Courses | 38 |
| Test Fees | 29 |
| Test of Adult Basic Education (TABE) | 22 |
| Testing Services | 33 |
| Theatre and Entertainment Technology | 86 |
| Tilesetter Apprentice | 79 |
| Tractor Trailer CDL Class A | 62 |
| Transcripts | 55 |
| Transfer Credit | 23 |
| Transfer Degree, Associate in Arts | 52 |
| Transfer Opportunities for the A.S. Degree | 56 |
| Transfer Students | 27 |
| Financial Aid | 27 |
| Admissions | 15 |
| Transient Students | 18 |
| Transition to Learning and Careers | 40 |
| Truck and Bus CDL Class B | 62 |
| Tuition and Fees | 28 |

U

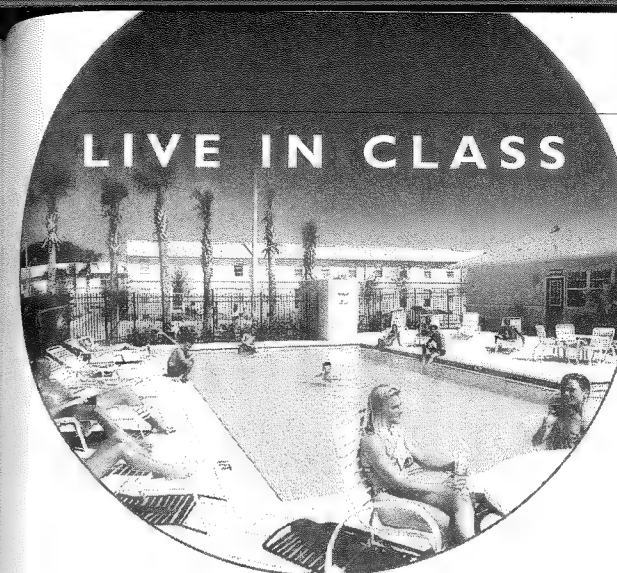
| | |
|-------------------------------------|----|
| University Transfer Program Courses | 54 |
| Unpaid Accounts | 48 |

V

| | |
|----------------------------|----|
| Veterans Affairs (VA) | 27 |
| Veterans Affairs Allowance | 27 |
| Videoconferencing Courses | 39 |

W

| | |
|---------------------|----|
| Withdrawal Policies | 42 |
| Webmaster Program | 74 |
| Welding Technology | 79 |



at the Count de Hoernle Student Village!

PBCC's only student housing is less than a mile from the Lake Worth location.

The apartments are fully furnished, 4-bedroom units with living room, kitchen and 2 1/2 baths. All units have air conditioning and central heating. Kitchens include refrigerator, dishwasher, garbage disposal, microwave and electric range. Don't bother saving quarters because each apartment has its own full-size washer and dryer.

Gated community, on-site management, and quality maintenance add to the overall comfort.

Relax after a hard day in class in the Student Village's pool and deck area. A sand volleyball court and basketball court add to the fun.

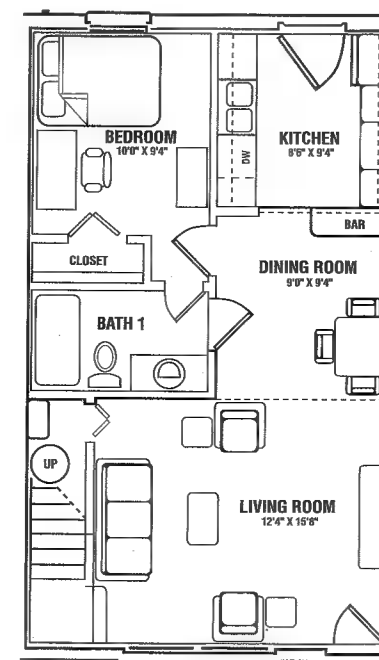
Various lease terms are available with prices starting at \$400.00 per month.

For further information send in the coupon below or call:

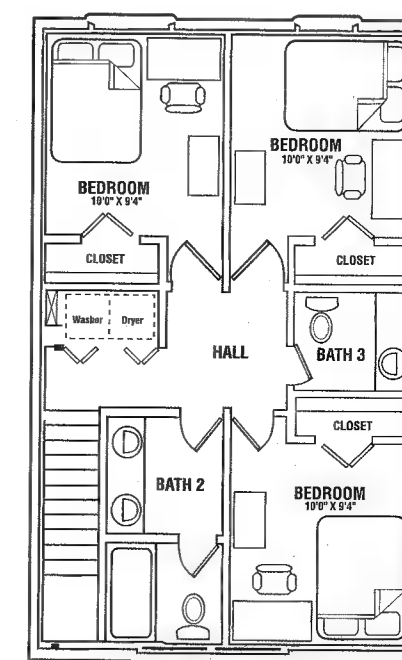
Count de Hoernle Student Village
2425 2nd Ave N.
Lake Worth, FL 33461

561-582-9100

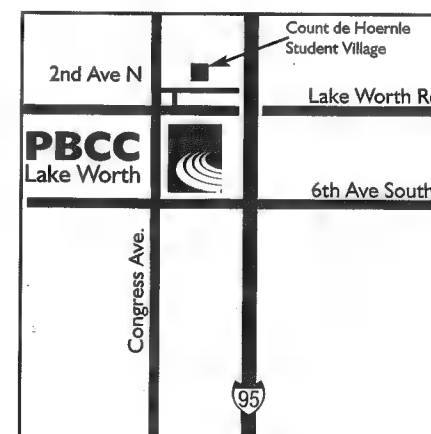
www.countdehoernle.com



First Floor



Second Floor



Please send me more information about the Student Village!

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

E-mail _____

When do you plan to enroll at PBCC?

Month _____ Year _____

APPLICATION FOR ADMISSION

or apply online at www.pbcc.edu

AVIATION

Professional Pilot Technology
 A161(AAS)Maintenance Mgmt. Track
 2171(AS)
 A162(AAS)Operations Track
 2172(AS)
 A163(AAS)Professional Pilot Track
 2197(AS)

AUTOMOTIVE ■ TRANSPORTATION

5461(PSAV)Automotive Body Repair
 5462(PSAV)Automotive Detail
 5463(PSAV)Automotive Mechanics
Commercial Vehicle Driving
 5206(PSAV)Tractor Trailer CDL Class A
 5207(PSAV)Truck and Bus CDL Class B
 5468(PSAV)Diesel Technology
 5467(PSAV)Gasoline Engine Service Tech.

BUSINESS

A087(AAS)Business Administration & Mgmt.
Accounting Technology
 A042(AAS)Staff Accountant Track
 2050(AS)
 A041(AAS)Full-Charge Bookkeeping Track
 2047(AS)
 5044(PSAV)Accounting Operations
Insurance
 5470(PSAV)Life, Health & Var. Ann. Agent
 5469(PSAV)Property & Cas. Gen. Lines Agt.
Marketing Management
 A097(AAS)Retailing Track
 2055(AS)
 A095(AAS)Marketing Track
 2062(AS)
 2505(AS)Paralegal

Real Estate

5499(PSAV)Real Estate Sales Agent

CHILD CARE AND HUMAN SERVICES

5348(PSAV)Child Care
Child Development Associate (CDA)—
Early Childhood Education
 2358(AS)Child Care Center Mgmt. Track
 2354(AS)Infant/Toddler Track
 2349(AS)Montessori Track
 2342(AS)Pre-School Track
 2359(AS)School Age Track

Human Services

A353(AAS)Human Services
 2345(AS)

COMPUTER SCIENCE AND INFORMATION TECH.

5520(PSAV)Computer Support Specialist
Computer Information Systems Analysis
 A132(AAS)Applications Track
 2124(AS)
 A133(AAS)Programming Track
 2126(AS)
 A131(AAS)Network Track
 2123(AS)

CONSTRUCTION, METAL AND INDUSTRIAL TRADES

5464(PSAV)Carpentry
 5267(PSAV)Comm. Heat. & Air Cond. Tech.
 5459(PSAV)Machining Technology
 5465(PSAV)Residential and Comm. Electricity
 5134(PSAV)Telecommunications Cable Tech.
 5460(PSAV)Welding Technology
 A213(AAS)Building Construction Technology
 2198(AS)
 A194(AAS)Industrial Management Tech.
 2193(AS)

COSMETOLOGY

5357(PSAV)Cosmetology
 5355(PSAV)Facials Specialty
 5356(PSAV)Nails Technician

CREATIVE ARTS AND COMMUNICATIONS

5017(PSAV)Commercial Art
Motion Picture and Television Production Tech.
 6019(CCC)Post Production Technology
 6020(CCC)Production Technology
 6021(CCC)Production Management Tech.
 2282(AS)Motion Picture & Tel. Prod. Tech.
 A018(AAS)Graphic Design Technology
 2011(AS)
Theatre and Entertainment Technology
 2274(AS)General Music Track
 2283(AS)Popular Music And Jazz Track
 2284(AS)Music Theatre Track
 2285(AS)Dance Track

ENGINEERING, ARCHITECTURE & INTERIOR DESIGN

5208(PSAV)Architectural Drafting
 5211(PSAV)Electrical Drafting
 5212(PSAV)Electronic Drafting
 5167(PSAV)Electronic Technology
 5210(PSAV)Mechanical Drafting
 5209(PSAV)Structural Drafting
 A169(AAS)Drafting and Design Technology
 2178(AS)
 A166(AAS)Electronics Engineering Tech.
 2012(AS)Interior Design Technology

ENVIRONMENTAL SCIENCE

2191(AS)Environmental Horticulture Tech.
Environmental Science Technology
 2216(AS)Conservation Ecology Track
 2215(AS)Environmental Assessment Track
 2218(AS)Environmental Horti. Tech. Track
 2214(AS)Hydrologic Studies Track

HEALTH CARE

5155(PSAV)Dental Assisting ★
 5232(PSAV)Massage Therapy ★
 5236(PSAV)Medical Assisting
 5233(PSAV)Patient Care Assistant
 5234(PSAV)Practical Nursing ★
 5235(PSAV)Surgical Technology ★
 2151(AS)Dental Hygiene ★
 2512(AS)Dietetic Technician ★

HEALTH CARE—cont.

A309(AAS)Nursing ★
 2303(AS)Radiography ★
 2148(AS)Respiratory Care ★
 2313(AS)Sonography ★
 4320(ATC)Cardiovascular Intervention Tech.
 4316(ATC)Cardiovascular Nursing
 4319(ATC)Community Home Health Nursing
 4321(ATC)Computed Tomography
 4315(ATC)Critical Care Nursing
 4322(ATC)Magnetic Resonance Imaging
 4318(ATC)Medical Surgical Nursing
 4317(ATC)Perioperative Nursing

HOSPITALITY

A100(AAS)Hospitality and Tourism Mgmt.
 2060(AS)

OFFICE MANAGEMENT AND ADMINISTRATIVE ASSISTANT

5519(PSAV)Administrative Assistant
 5045(PSAV)Customer Service Representative
 5084(PSAV)Medical Secretary
 B526(ATD)Medical Coder Specialist
 B525(ATD)Medical Transcription
Office Systems Technology
 A524(AAS)Legal Secretary Track
 2523(AS)
 A521(AAS)Office Systems Track
 2514(AS)

PUBLIC SERVICE

Criminal Justice Academies
 5601(PSAV)Basic Corrections Officer Track ★
 5600(PSAV)Basic Law Enforce. Offic. Track ★
 5043(PSAV)Firefighter ★
 5455(PSAV)Public Safety Dispatcher
 B217(ATD)Emergency Med. Tech. (EMT-B)
 6450 (CCC)Paramedic ★
Criminal Justice Technology
 A607(AAS)Corrections Officer Track ★
 2605(AS)
 A608(AAS)Law Enforcement Officer Track ★
 2606(AS)
EMS/Fire
 2449(AS)Emergency Medical Services
 2195(AS)Fire Science Technology

NON-DEGREE

3407 (ND)Employment Related
 3408 (ND)Personal Improvement
 3409 (ND)Transient Student
High School Dual Enrollment
 3800(ND)Public School
 3801(ND)Private School
 3802(ND)Home School
Early Admission
 3803(ND)Public School
 3804(ND)Private School
 3805(ND)Home School

★ Limited Access—these programs have special requirements for admission. Refer to Areas of Study section in the PBCC catalog.

Questions about which program is for you?

Read the short descriptions on the next page, refer to our College Catalog, or speak with an academic advisor.

| | | | |
|---|--|---|---|
| Belle Glade 1977 College Drive Belle Glade, FL 33430-3699 (561) 993-1122 | Boca Raton 3000 Saint Lucie Avenue Boca Raton, FL 33431-6490 (561) 862-4300 | Lake Worth 4200 Congress Avenue Lake Worth, FL 33461-4796 (561) 868-3300 | Palm Beach Gardens 3160 PGA Blvd. Palm Beach Gardens, FL 33410-2893 (561) 207-5300 |
|---|--|---|---|

APPLICATION FOR ADMISSION



APPLICATION INFORMATION

APPLICATION

Complete this form in detail and forward it to the admissions office at the location you plan to attend. Incomplete applications will be returned.

APPLICATION FEE-Non-refundable.

\$20 U.S. citizen.

\$30 international, U.S. currency (F-1, M-1 applicants only).

TRANSCRIPTS & RECORDS

All final transcripts should be received prior to orientation and registration. Degree-seeking students whose transcript is not received within the first term cannot register for the subsequent terms. Any student omitting information or falsifying the application or records will be subject to immediate dismissal without a refund. Official documents are those mailed directly from your previous institution to PBCC. All credentials submitted become the property of the College and cannot be returned. Some PSAV do not require HS graduation; therefore, no transcripts are needed. See program information in college catalog.

PLACEMENT TESTS

All first-time-in-college, degree-seeking students must present score from FCELPT (CPT) unless SAT-I or ACT-E scores, not older than two years, place students into college level course work. Many PSAV programs require TABE. See program information in college catalog. If you have not yet taken one of the placement tests listed above, contact the Testing Center at the location you plan to attend.

LIMITED ACCESS PROGRAMS

Admission to the college neither constitutes nor guarantees admission to Limited Access programs. If you plan to enter one of these programs, you must request a separate application packet for the specific program. The Program Application, Limited Access Processing Fee (if applied), and records must be submitted to the location designated on that application.

FINAL ACCEPTANCE

Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript, or transcript of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.

CAREER CENTER

If you are unsure of your program of study or career objectives, or are in need of a job, contact the Career Center at the location you plan to attend.

CREDIT TYPE/PROGRAM DESCRIPTIONS -

Associate in Arts Degree (A.A.) - Students planning to attend a four-year college or university after graduation from PBCC.

Associate in Science Degree (A.S.) - The A.S. is intended to prepare students for entry into employment. Though not considered a transfer degree, some transfer is possible.

Associate in Applied Science (A.A.S.) - The A.A.S. is designed to prepare students for entry into employment. The A.A.S. may include courses that will not typically apply to a baccalaureate program.

Advanced Technical Certificate (A.T.C.) - The A.T.C. is a program of instruction of 9-45 credit hours of college-level courses. The ATC may be awarded to students who have already received a degree and are seeking an advanced, specialized planning program to supplement their associate or other degree.

Applied Technology Diploma (A.T.D.) - The A.T.D. is part of an A.A.S. or A.S. degree, is less than sixty (60) credit hours, and leads to employment in a specific occupation.

College Credit Certificate (C.C.C.) - The C.C.C. also known as Post Secondary Vocational Certificate (P.S.V.C.), is a certificate that provides instruction consisting of college-level courses to prepare students for entry into employment.

Post Secondary Adult Vocational (P.S.A.V.) - The P.S.A.V. programs provide instruction consisting of non-college level courses to prepare for entry into employment. Completion of courses within the programs shall be recognized by the award of units of measure called vocational credit.

Non-Degree (N.D.) - The N.D. is intended for students who have earned a standard high school diploma or GED, or have been enrolled in a regionally accredited college or personal improvement, or general interest, and do not plan on obtaining any type of degree at this time may classify themselves as non-degree. Students in this category cannot receive financial aid. Refer to PBCC Catalog for additional information. Non-degree seeking students receive college credit.

DISABILITY SUPPORT SERVICES

Students with documented disabilities may self-identify and request accommodations by contacting the campus Disability Support Services advisor:

Belle Glade-561-993-1125

Boca Raton-561-862-4316

Lake Worth-561-868-3046

Palm Beach Gardens-561-207-5345

APPLICATION FOR ADMISSION



Please Type or Print Clearly

1. U.S. SOCIAL SECURITY NUMBER/PBCC STUDENT ID _____ or ☐ DO NOT HAVE SSN

2. NAME ☐ Mr. ☐ Mrs. ☐ Ms. _____
Last First Middle/Maiden Suffix

Please list all previous names under which documents may be sent _____

3. LOCAL ADDRESS _____
Number and Street Address City

County (or Province) State Zip Code

4. PERMANENT ADDRESS ☐ Check here if same as local address

Number and Street Address City

County (or Province) State Zip Code

5. EMAIL ADDRESS _____ @ _____

6. HOME TELEPHONE () _____

7. WORK TELEPHONE () _____

8. CITIZENSHIP*

- ☐ U.S. Citizen (C)
☐ Permanent Resident Alien (A)
☐ Asylee or Refugee Alien
☐ F-1 Visa Student (F)
☐ Other, Non-Citizen (X)
Home Country _____

9. DATE OF BIRTH ____/____/____
Month Day Year

State or Country of Birth _____

10. GENDER* ☐ Female (F) ☐ Male (M)

11. RACE/ETHNIC DATA*

Please check all that apply

- ☐ American Indian/Alaskan Native (I)
☐ Asian (A)
☐ Native Hawaiian or Pacific Islander (P)
☐ Black (B)
☐ White (W)

12. Is your ethnic Heritage Hispanic? (H)

☐ Yes ☐ No

13. IS ENGLISH YOUR PRIMARY LANGUAGE (I.E. THE LANGUAGE YOU USE MORE THAN 50 % OF THE TIME?)

☐ Yes ☐ No

If no, what is your primary language? _____

14. ADMISSION DATE

Year 2 _____

☐ Fall (1) ☐ Spring (2) ☐ Summer (3)

15. ENROLLMENT STATUS

- ☐ High School/Ged Graduate (NH)
☐ Transfer (NT)
☐ Transient (NT)
☐ Readmission to PBCC (RH or RT)
☐ Dual Enrolled High School Student (ND)
☐ Early Admission High School Student (NE)

16. STUDENT PROGRAM OBJECTIVE

(See Cover for Codes)

- ☐ AA degree program code 1000
☐ Non-Degree program code 3 _____
☐ Other, program code _____

17. LOCATION

- ☐ Belle Glade (3) ☐ Boca Raton (5)
☐ Lake Worth (1) ☐ Palm Beach Gardens (2)

18. HINT WORD _____

(A word to identify you in case you forget you PIN)

* Information is voluntary.

19. ARE YOU A FIRST GENERATION COLLEGE STUDENT (Neither of your parents have a four-year college degree)? ☐ Yes ☐ No

20. HIGH SCHOOL or GED (Please indicate below your high school completion level)

☐ Standard High School Diploma ☐ General Education Diploma (GED) ☐ Special Diploma/Certificate of Completion ☐ Non HS Grad

| NAME OF SCHOOL | CITY/STATE | LANGUAGE OF GED | DATE OF GRADUATION |
|----------------|------------|-----------------|--------------------|
| | | | |
| | | | |

21. COLLEGE/UNIVERSITY (List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.)

| NAME OF INSTITUTION | CITY/STATE | DATES | DEGREE | CREDIT |
|---------------------|------------|-------|--------|--------|
| | | | | |
| | | | | |
| | | | | |

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Test and ACT score reports that this institution may request from other institutions, the College Board or ACT and any state licensing agencies. PBCC may release copies of my official transcript to other institutions to which I make application. No further authorization is necessary. Students are responsible for all information contained on their application. I understand that falsification or omission of any information may result in my rejection or dismissal by the College.

Student's Signature _____ Date _____

Read and complete residency information on reverse side of this page. Applicants who omit this information will be classified as non-residents for tuition purposes.

* Voluntary application information will not be used discriminatively, but will aid the college in its commitment to equal education opportunity.

MUST COMPLETE REVERSE SIDE

RESIDENCE CLASSIFICATION

A Florida "resident for tuition purpose" is a person (or a dependent person whose parent or legal guardian) who has established and maintained legal residence in Florida for at least the last 12 consecutive months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statute 240.1201(2)(a)]. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida "resident for tuition purpose", you must be a U.S. citizen, permanent resident alien or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Student who depend on out-of-state parents for support are presumed to be legal resident of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

DEFINITIONS

DEPENDENT: A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.
INDEPENDENT: A person who provides more than 50 percent of his/her support.
 (A copy of your most recent tax return or other documentation may be requested to establish dependence/independence.)

FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT (IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

- | | |
|---|---|
| <p><input type="checkbox"/> 1. I am an independent person and have maintained legal residence in Florida for at least the last 12 consecutive months.</p> <p><input type="checkbox"/> 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least the last 12 consecutive months.</p> <p><input type="checkbox"/> 3. I am a dependent person who has resided for the last five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least the last 12 consecutive months. (Documentation Required)</p> <p><input type="checkbox"/> 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution _____ (Documentation Required)</p> <p><input type="checkbox"/> 5. I am married to a person who has maintained legal residence in Florida for at least the last 12 consecutive months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required and proof of current Florida residency)</p> <p><input type="checkbox"/> 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.</p> <p><input type="checkbox"/> 7. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least the last 12 consecutive months. (Copy of INS documentation required.)</p> | <p><input type="checkbox"/> 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida [or I am the member's spouse or dependent child]. (Copy of military paper work required.)</p> <p><input type="checkbox"/> 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education [or I am the employee's spouse or dependent child]. (Copy of employment verification required.)</p> <p><input type="checkbox"/> 10. I am part of the Latin American/Caribbean scholarship program. (Documentation required.)</p> <p><input type="checkbox"/> 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)</p> <p><input type="checkbox"/> 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch [or I am the student's spouse or dependent child].</p> <p><input type="checkbox"/> 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Documentation Required)</p> <p><input type="checkbox"/> 14. I am a full-time student participating in a Linkage Institute. (S.240.137, F.S.) (Documentation Required)</p> |
|---|---|

ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE--ADDITIONAL DOCUMENTATION (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. ALL DOCUMENTATION IS SUBJECT TO VERIFICATION. Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. PLEASE PRINT:

- | | |
|--|---|
| 1. Name of Applicant _____ | 2. Student SSN: _____ |
| (The CLAIMANT is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. All of the questions below pertain to the claimant.) | |
| 3. Name of Claimant: _____ | 4. Relationship of Claimant to Applicant: _____ |
| 5. Permanent Legal Address of Claimant: _____ | |
| 6. Date Claimant Began Establishing Legal Florida Residence and Domicile: _____ () _____ Telephone Number of Claimant _____ | |
| 7. Claimant's Voter Registration: State: _____ County: _____ Number: _____ Original Issue Date: _____ mm/dd/yy | |
| 8. Claimant's Drivers License: State: _____ Number: _____ Issue Date: _____ mm/dd/yy | |
| 9. Claimant's Vehicle Registration: State: _____ License Tag Number: _____ Issue Date: _____ mm/dd/yy | |
| 10. Citizenship: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident Alien <input type="checkbox"/> Asylee or Refugee Alien <input type="checkbox"/> Other _____ | |
| 11. Non-U.S. Citizen Only: Resident Alien Number: _____ Date Card Issued: _____ (Copy of both sides of card required) | |

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above for classification as a Florida "resident for tuition purposes". I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

Signature of Applicant in Ink

and of

Person Claiming Florida Residency if other than Applicant

Date

NON-FLORIDA RESIDENTS ONLY

I understand I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification

Signature of Applicant in Ink

Date

General Education Requirements for the A.A. Degree



To earn an A.A. degree, students must complete 36 hours of General Education courses from the five areas of General Education. Courses that meet Gordon Rule requirements (24,000 written words) are listed with "GR" along with the number of words that each course fulfills, e.g., GR 6,000.

Area I - COMMUNICATIONS - 9 CREDIT HOURS

Select one of the following courses:

- ☐ ENC 1101 College Composition I (GR 6,000)
☐ ENC 1121 Honors College Composition I (GR 6,000)

Students must take the following course:

- ☐ SPC 1016 Fundamentals of Speech
 Communication (GR 2,000)

Select one of the following courses:

- ☐ ENC 1102 College Composition II (GR 7,000)
☐ ENC 1122 Honors College Composition II (GR 7,000)
☐ ENC 1141 Writing About Literature (GR 7,000)

Area II - HUMANITIES - 6 CREDIT HOURS

Select one of the following courses:

- ☐ AML 2010 American Literature to 1865 (GR 3,000)
☐ AML 2020 American Literature after 1865 (GR 3,000)
☐ ENL 2012 English Literature before 1800 (GR 3,000)
☐ ENL 2022 English Literature after 1800 (GR 3,000)
☐ LIT 2090 Contemporary Literature (GR 3,000)
☐ LIT 2110 World Literature
 before the Renaissance (GR 3,000)
☐ LIT 2120 World Literature
 after the Renaissance (GR 3,000)

Approved Transfer Literature*

*(Verify course credit with an advisor.)

Select one of the following courses:

- ☐ ARH 1000 Art Appreciation (GR 2,000)
☐ ARH 2050 Art History I (GR 2,000)
☐ ARH 2051 Art History II (GR 2,000)
☐ MUL 1010 Music Appreciation (GR 2,000)
☐ THE 1000 Theater Appreciation (GR 2,000)

☐ Approved Transfer Humanities*

*(Verify course credit with an advisor.)

Area III - MATHEMATICS - 6 CREDIT HOURS

Select two of the following courses:

- ☐ MAC 1105 College Algebra (GR) (3)
☐ MAC 1114 Trigonometry (GR) (3)
☐ MAC 1140 Precalculus (GR) (3)
☐ MAC 2233 Survey of Calculus
 (for Business Majors) (GR) (3)
☐ MAC 2311 Calculus with Analytic Geometry I (GR) (4)
☐ MAC 2312 Calculus with Analytic Geometry II (GR) (4)
☐ MAC 2313 Calculus with Analytic Geometry III (GR) (4)
☐ MAP 2302 Differential Equations (GR) (3)
☐ MGF 1106 Liberal Arts Mathematics (GR) (3)
 -or-
☐ MGF 1111 Geometry -and- (1)
☐ MGF 1112 Math Logic -and- (1)
☐ STA 1021 Probability/Statistics (1)
☐ MGF 1107 Finite Mathematics (GR) (3)
☐ MTG 2206 College Geometry (GR) (3)
☐ STA 2023 Statistics (GR) (3)

☐ Approved Transfer Mathematics*

*(Verify course credit with an advisor.)

Continued on reverse side

GENERAL EDUCATION REQUIREMENTS FOR THE A.A. DEGREE

Area IV - NATURAL SCIENCES - 9 CREDIT HOURS

Students must take the following course:

- ☐ HSC 2100 Health Concepts and Strategies
OR

- ☐ Approved Transfer Health*

*(Verify course credit with an advisor.)

Select two of the following courses:

- | | |
|---|---|
| <input type="checkbox"/> AST 1002 Descriptive Astronomy(3) | <input type="checkbox"/> GLY 1000 Descriptive Geology(3) |
| <input type="checkbox"/> AST 1003 Planetary Astronomy(3) | <input type="checkbox"/> MCB 2010/MCB 2010L Microbiology and Lab(4) |
| <input type="checkbox"/> AST 1004 Stellar & Galactic Astronomy(3) | <input type="checkbox"/> OCE 1001 Introduction to Oceanography(3) |
| <input type="checkbox"/> BOT 1010/BOT 1010L General Botany and Lab(4) | (Lab Optional)(1) |
| <input type="checkbox"/> BSC 1005 Concepts of Biology (Non-Science Major)(3) | <input type="checkbox"/> PHY 1001 Applied Physics(3) |
| (Lab BSC 1010L optional)(1) | <input type="checkbox"/> PHY 2048/PHY 2048L General Physics with |
| <input type="checkbox"/> BSC 1010 Principles of Biology(3) | Calculus I and Lab(5) |
| (Lab optional)(1) | <input type="checkbox"/> PHY 2049/PHY 2049L General Physics with Calculus II |
| <input type="checkbox"/> BSC 1011/BSC 1011L Principles of Biology II and Lab(4) | and Lab(5) |
| <input type="checkbox"/> BSC 1050 Environmental Conservation(3) | <input type="checkbox"/> PHY 2053 General Physics I(4) |
| <input type="checkbox"/> BSC 1085/BSC 1085L Anatomy and Physiology I | <input type="checkbox"/> PHY 2054 General Physics II(4) |
| and Lab(4) | <input type="checkbox"/> PSC 1101 Earth Science(3) |
| <input type="checkbox"/> BSC 1086/BSC 1086L Anatomy and Physiology II | <input type="checkbox"/> PSC 1341 Physical Science for Today's World(3) |
| and Lab(4) | <input type="checkbox"/> ZOO 1010 General Zoology(3) |
| <input type="checkbox"/> CHM1015 Principles of Chemistry(3) | <input type="checkbox"/> ZOO 1010L General Zoology Lab(1) |
| (Lab optional)(1) | Approved Transfer Science* |
| <input type="checkbox"/> CHM1040 General Chemistry I(3) | *(Verify course credit with an advisor.) |
| <input type="checkbox"/> CHM1041/CHM 1041L General Chemistry II | |
| and Lab(4) | |
| <input type="checkbox"/> CHM2046/CHM 2046L General Chemistry III | |
| and Lab(4) | |

Area V - SOCIAL SCIENCE - 6 CREDIT HOURS

Select one of the following courses:

- | | |
|--|---|
| <input type="checkbox"/> ANT 2000 Anthropology(GR 2,000) | <input type="checkbox"/> AMH 2010 US History to 1865(GR 2,000) |
| <input type="checkbox"/> ECO 2013 Principles of Macroeconomics(GR 2,000) | <input type="checkbox"/> POS 1001 Introduction to Political Science(GR 2,000) |
| <input type="checkbox"/> GEO 1010 Principles of Geography | <input type="checkbox"/> POS 1041 Introduction to American |
| & Conservation(GR 2,000) | Government(GR 2,000) |
| <input type="checkbox"/> PSY 2012 General Psychology(GR 2,000) | <input type="checkbox"/> POS 2112 American State |
| <input type="checkbox"/> SYG 1230 American Minorities Today(GR 2,000) | and Local Government(GR 2,000) |
| <input type="checkbox"/> SYG 2000 Introduction to Sociology(GR 2,000) | <input type="checkbox"/> Approved Transfer Political Science* |
| <input type="checkbox"/> SYG 2010 American Social Problems(GR 2,000) | *(Verify course credit with an advisor.) |
| <input type="checkbox"/> Approved Transfer Social Science* | |
| *(Verify course credit with an advisor.) | |

To get on the right track for graduation,
check with an academic advisors on
course requirements.

Important Phone Numbers

College Information Center 561-967-7222
Call Toll-Free (statewide) 866-576-7222

Phone numbers listed in this directory are in the 561 area code.
You may be required to dial 1 (561) for long distance.

ADMISSIONS

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Lake Worth 868-3300
Palm Beach Gardens 207-5300
International Admissions 868-3029

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Boca Raton 862-4312
Lake Worth 868-3036
Palm Beach Gardens 207-5340

ATHLETICS

Lake Worth
-College Athletics 868-3006
Belle Glade
-Intramurals 993-1131
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-FAU Recreation 297-3795
Palm Beach Gardens 207-5051

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Lake Worth 868-3282
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CAREER INFORMATION/ GUIDANCE

Belle Glade 993-1167
Boca Raton 862-4325
Lake Worth 868-3066
Palm Beach Gardens 207-5350

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(Bills, Payments or Adjustments)
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Videoconferencing 868-3186
Telecourses 868-3192
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PBCC Foundation 868-3450

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Palm Beach Gardens 207-5300
College Registrar 868-3032

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Lake Worth 868-3384/3369
Palm Beach Gardens 207-5330

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SLC Math Lab 868-3208
SLC Reading Lab 868-3205
Palm Beach Gardens
SLC English & Reading Lab 207-5210
SLC Math & Computer Lab 207-5200

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Palm Beach Gardens 207-5359

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Lake Worth 868-3309
Eissey Campus Theatre
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Palm Beach Gardens 207-5330

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Lake Worth 868-3067
Palm Beach Gardens 207-5350

WORKFORCE DEVELOPMENT

Dean 868-3700
Belle Glade 993-1168
Boca Raton 862-4700
Lake Worth 868-3539
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